



Stephen J. McNew, Ed.D., Superintendent
Monroe County Intermediate School District
1101 S. Raisinville Road
Monroe, Michigan 48161-9047

Preparing today's students for tomorrow's world.

www.monroeisd.us

POSITION POSTING #4878

Posting Date: February 25, 2025

Position Title: Literacy Coach

Location: Professional Development Center Monroe County ISD

Reports To: Instructional Coach Coordinator

Salary/Benefits: According to Master Agreement with the MCIEA: [Click Here](#)

Available: Immediately. Full-time, school-year position

Schedule: 8:00 a.m. - 3:30 p.m. Monday - Friday
Calendar determined at time of employment.

FLSA Status: Exempt

Closing Date: Until Filled

Job Summary:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties:

- Work with LEAs to evaluate and improve literacy.
- Provide professional learning to LEAs in the area of MTSS, literacy practices, curriculum development, etc.
- Develop and maintain strong relationships with teaching staff in designated buildings when providing coaching and modeling experiences.
- Assist LEAs in the data analysis process in relationship to MTSS, literacy and continuous improvement.
- Attend all required meetings at the Monroe ISD as well as trainings and professional learning opportunities for individual growth.
- Assist LEAs with the implementation of research-based instructional practices including the process of data analysis, evaluation, and improvement.
- Research and evaluate literacy related programs for LEA's as needed or requested.
- Participate in the planning and development of programs and services related to meeting the needs of MCISD and the constituent districts.



- Plan, organize and provide district and school level professional development in literacy.
- Ability to work some evenings, if necessary.
- Maintain regular, predictable in-person attendance.
- Adhere to MCISD guidelines and policies.
- Follow work rules.
- Reliable transportation.
- Assume other duties as assigned by the program supervisor.

EDUCATION:

- Bachelor's Degree from an accredited institution in Elementary Education, English Language Arts, Curriculum and Instruction or other closely related field, required. Additional post-secondary course work in literacy and reading, required.
- Valid State of Michigan Teaching Certificate with one or more of the following endorsements:
 - Reading Specialist (BR)
 - Reading (BT)

EXPERIENCE:

- Minimum of five (5) years successful teaching experience.
- Previous coaching experience, preferred.
- Continuous improvement experience, preferred.
- Systems processes work, preferred.

SKILLS/OTHER:

- Working knowledge of multi-tiered systems of supports.
- Working knowledge regarding literacy development and specific strategies to assist students who are at risk for reading failure.
- Background in creating and evaluating successful Title I programs.
- Previous experience training or presenting information to educators.
- Skills related to developing training materials, curriculum documentation, and planning staff development.
- One-to-one educator coaching experience.
- Successful implementation of various literacy programs, strategies, and models.
- Ability to breakdown and analyze data in relation to the MTSS process and instructional decision making.
- Able to work independently, problem-solve, and find solutions to challenging situations.
- Experience with a range of benchmarking and screening assessments in the area of literacy.
- Strong written and oral communication skills.

Criminal History Check: Upon hire, employees of the Monroe County Intermediate School District are fingerprinted for a Michigan and FBI criminal history



check. The processing fee of \$42.00 is the responsibility of the applicant.

Working Conditions:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is frequently sitting. The employee may also walk and stand. The employee may frequently bend or twist at the neck and back while performing the duties of this job. Specific vision abilities required by this job include peripheral vision and close vision such as to read typewritten material and computer screen. There may be some moving and lifting of supplies. Employee will be driving to local districts. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities for perform the essential functions.
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- The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other staff.

Application Procedure: All interested applicants (internal and external) apply by clicking on the following link: [Click Here](#)

Contact Information: Monroe County Intermediate School District
Human Resources and Legal Department
1101 South Raisinville Road
Monroe, Michigan 48161
(734) 322-2642 (Application Assistance)
(734) 322-2640 (Questions about Postings)