

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Primary Literacy Coach

II. PRIMARY FUNCTION

Assists in the development, implementation, and assessment of the approved reading program and model of literacy instruction for grades K-2 and work with staff to help better meet the needs of at risk or struggling K-2 students.

III. REPORTS TO

Chief Academic Officer/Assistant Superintendent of Curriculum and Instruction or designee

IV. QUALIFICATIONS

- Must hold New Jersey certification in Elementary Education
- Reading Specialist Certification preferred
- Experience teaching grades K-2 literacy preferred
- Experience in effective literacy instruction for at-risk students
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

Works with the Chief Academic Officer/Assistant Superintendent of Curriculum and Instruction, and supervisors as a resource to teachers to:

- Model effective literacy instruction in a primary classroom
- Assist in the development of and evaluation of the District's K-2 literacy program
- Provide professional development for primary staff by providing:
 - Coaching
 - Team Teaching
 - Demonstration lessons and model innovative strategies for primary literacy instruction
 - Assist staff with strategies for students with special needs, ESL students and struggling learners
- Assist in the diagnosis of reading strengths and weaknesses of individual students and groups of students
- Assist, as appropriate, in the determination of student placement of instructional groups
- Confer with teachers and other personnel regarding all elements of the reading program, especially student needs for improvement
- Maintain appropriate records relating to the reading program
- Provide a program of on-going direct instruction to students, especially those identified for the BSI/ESL programs if needed
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/ETEA contract

/Job Description/Section V Primary Literacy Coach

Approved: 1/23/17