

Job Title:	Coordinator, Literacy
Grade Level/Terms of Employment:	Unified Pay Schedule, Pay Grade 125
FLSA Status:	Exempt
Work Location:	Department of Curriculum & Instruction
Immediate Supervisor:	Director of Curriculum & Instruction

General Description:

The Coordinator, Literacy will provide essential leadership within Richmond Public Schools (RPS) to advance literacy development for all students kindergarten through twelfth grade. The Coordinator leads the development, review, and revision of curriculum and assessments aligned to the Virginia Standards of Learning. The position supports teachers and administrators through professional development, coaching, and providing appropriately aligned resources to foster student academic success. The Coordinator, Literacy will analyze multiple data sources to determine effectiveness of curriculum resources, professional learning, and instructional support to evaluate the success of such programs and resources.

Essential Duties and Responsibilities:

- Ensures the literacy program (to include English Language Arts, World Languages, Media Services instructional programs) leads to exceptional levels of student achievement in reading and writing, and that it results in students reading and writing on grade level.
- Coordinates work of and is responsible for the evaluation and supervision of elementary and secondary language arts, world languages, and media services specialists.
- Facilitates curriculum development for the specified instructional areas; coordinates the proposed curricula through the approval process; monitors curriculum program implementation & sustainability throughout the county; develops guidelines for program and materials implementation, sustainability, and renewal.
- Coordinates mandated programs by and serves as liaison to State Department of Education and other education organizations; ensures compliance with all applicable state and federal regulations and accreditation standards.
- Reviews and identifies instructional materials; manages adoption of new textbook materials, digital subscriptions, and other curriculum materials in accordance with county guidelines and procedures; provides professional development opportunities for teachers and administrators based upon implementation of these resources.
- Coordinates the development of assessment resources for the literacy program including common assessments, and develops resources and training on how such data is used to make real-time instructional decisions.
- Works with new teachers to ensure they have materials and competencies necessary for success
- Assists in the development of Literacy Coaches, Reading Lead Teachers, and Curriculum Development teams to support district and school level literacy initiatives, curriculum, professional learning, and programs in schools
- Provides input in the recruitment, screening, hiring, and training of English/language arts, reading teachers, literacy coaches, media specialists and world language teachers
- Collaborates with other district level team members to support district initiatives and projects that support literacy
- Serves on strategic support teams as requested

- Plans and facilitates professional learning to support teacher leadership in literacy
- Provides leadership for the literacy program through planning & coordinating professional development opportunities, coordinating school and community events, facilitating curriculum development by monitoring and guiding program direction and supporting teachers, administrators and parents, as the specified instructional area professional resource person.
- Provides effective coaching to support teachers improved performance in partnership with school leadership
- Coordinates division-wide professional development, classroom embedded professional development, and topic specific training sessions for content area teachers
- Supports principals and teachers in the development and evaluation of literacy goals at the school level.
- Coordinates the gathering, selecting, and analysis of data in reading and writing at the district, school, and grade level
- Uses assessment data to inform instructional decisions related to curriculum and instruction; recommends and implements improvements to curriculum, instruction, and assessment based on ongoing analysis of results. Disaggregates data to provide ongoing assessment of student achievement.
- Assists in the collection, review, and submission of all requisite information for state and federal reporting.
- Ensures that budget is expended appropriately and funds are used for goals of developing literacy.
- Maintains clear and accurate budget expenditures in compliance with current division financial accounting procedures.
- Establishes and maintains a working relationship with community stakeholders, colleges and universities
- Develops communications regarding literacy for the division
- Researches and learns the latest language arts program trends and methodology
- Stays informed regarding educational innovations and trends and implements new strategies appropriate for division's student population based on data
- Work well in a fast-paced environment; demonstrates a sense of urgency and zeal for ensuring all students in RPS experience success in literacy
- Models professionalism, engages in self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues

Qualifications:

- Postgraduate Professional License with an endorsement in English and/or reading preferred, and recent successful experience as a supervisor or teacher in the subject area;
- Master's degree or postgraduate certificate in Administration and Supervision required;
- At least five years successful teaching experience with at least three years of teaching English/language arts and at least two years experience managing and leading others;
- Must have comprehensive knowledge of English/language arts curriculum, instruction and assessment design, and an understanding of how to build a vertically- aligned K-12 English/language arts program with particular expertise in current research and proven practices in literacy;
- Demonstrated comprehensive knowledge of teaching techniques, instructional materials, and current trends in education;
- Understanding of the knowledge, skills and processes of education as defined in the Virginia Standards of Learning (SOL);
- Understanding of the progression of reading and writing skills;

- Understanding of and proficiency in grammar, usage, and mechanics, and their integration in writing;
- Ability to establish and maintain effective communication and working relationships with teachers, specialists, school administration and staff, central office staff, and members of the community;
- Ability to compose and present reports and effective, visually appealing presentations using multimedia technology;
- Must have extensive experience with innovative teaching techniques, instructional materials, and current trends in the area of English/language arts, as well as experience working in high-poverty schools and/or school systems.