

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

File 325

Title: LITERACY COACH

Reports to: Assistant Superintendent or Executive Director of Educational Services

Job Objective: Provides teaching, coaching, and professional development for the district literacy program. Provides leadership in the coordination and development of curriculum and classroom instruction.

Minimum Qualifications: Valid Ohio teacher's license or certificate appropriate for the assignment. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.). Documentation of a clear criminal record. Complies with drug-free workplace rules and board policies.

Licensure Qualifications: Recommended Masters Degree in Education/Reading/Literacy or a Reading Endorsement. Ohio license with Literacy emphasis or reading major preferred. Possess a high level of skill in differentiated instruction, small group instruction, and integrating technology.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with teachers individually and in collaborative teams providing practical support
- Models instructional strategies and best practices in literacy.
- Coaches teachers in effective instructional strategies.
- Uses effective strategies for differentiating instruction.
- Assists with the district's technology integration program.
- Provides job-embedded professional development and follow-up coaching to assist classroom teachers in the use of reading/learning strategies in their classrooms.
- Utilizes effective data-based problem-solving skills.
- Analyzes classroom and school level data to inform decisions about instruction and professional development.
- Observes and provides feedback to teachers on instruction related to literacy development.
- Responds to staff needs and supports professional learning communities to help all students reach their highest potential.
- Maintains and promptly submits complete records and reports as required by administrative directives.
- Facilitates or serves as a member on literacy teams and curriculum adoption committees to help with selection, implementation and evaluation of materials.
- Works to promote productive relationships with and among school staff.
- Attends and participates in all required meetings.
- Continues professional growth and strengthens professional teaching, knowledge, skills, and strategies through workshops, seminars, and conferences.
- Identifies staff development needs and provides staff development for teachers, volunteers, parents, paraprofessionals, and administrators.
- Meets monthly with the Assistant Superintendent/Executive Director of Educational Services
- Maintains the confidentiality of privileged information.
- Upholds school rules, administrative regulations, and Board Policies.
- Supports parent organizations and encourages student activities as time permits.
- Participates in staff meetings and professional growth opportunities.

- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education and the Master Agreement.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.