ST. MARY’S COUNTY PUBLIC SCHOOLS
CERTIFICATED POSITION DESCRIPTION

GRANT FUNDED: TITLE I LITERACY AND TECHNOLOGY COACH

POSITION: Grant Funded: Title I Literacy and Technology Coach

REPORTS TO: Chief of Equity, Engagement and Early Access

LOCATION: Title I Schools: Greenview Knolls Elementary, Green Holly Elementary, G.W. Carver Elementary, Park Hall Elementary and Lexington Park Elementary Schools

NATURE OF WORK: This is a professional position to meet the instructional goals of the school system by delivering instructional programs effectively to ensure student achievement with a primary focus on literacy and technology. The Literacy and Technology Coach also works with other staff within Title I schools to mentor, model, guide, and enhance the delivery of instruction to students, work with individual students or small groups of students to provide focused instruction, and/or to work with parents/guardians to promote literacy and technology in the home.

ESSENTIAL FUNCTIONS:
• Direct and evaluate student learning experiences;
• Provide guidance to students to promote education development and welfare;
• Provide care and protection of school property;
• Supervise student activity on school property;
• Plan and coordinate the instructional program in accordance with the current curricula;
• Work in conjunction with other instructional staff to improve delivery of instruction;
• Deliver focused instruction to individual students or small groups of students;
• Support parents/guardians in promoting literacy and technology in the home, and;
• Participate in system-wide professional develop to share at the school-level.

DUTIES AND RESPONSIBILITIES:
▪ Assumes major responsibility for the literacy instructional support of the school’s reading and written language programs;
▪ Facilitates collaborative team discussions related to literacy and instructional decision-making sessions;
▪ Ability to work collaboratively and comprehensively with Title I professional literacy consultants to embed practices that support instruction;
▪ Works collaboratively with all staff and support service providers within the assigned school to facilitate literacy instruction;
▪ Works to ensure that professional development is embedded in the schedule in a meaningful manner and is occurring regularly;
▪ Provides leadership in literacy programmatic implementation and prepares required reports accurately;
▪ Models instructional practices in classrooms and provides coaching for other staff members, focusing on target areas identified to include Schoology and other online platforms;
▪ Provides training, mentoring, coaching, and support for teachers and staff;
▪ Provides direct literacy instruction for students as needed including with the use of Schoology and other online platforms;
- Assists classroom teachers with the administration, interpretation, and analysis of formal and informal assessments;
- Conducts professional development and formal presentations on literacy, for parents, teachers, and other colleagues;
- Serves on the School Improvement Team (SIT); and School based leadership team, Title I leadership team;
- Works collaboratively with Title I partners to foster coordination of programs including Head Start, Judy Center, etc.; and
- Other school-based and system-level Title I responsibilities as assigned.

QUALIFICATIONS:
- Possess advanced professional certificate or is eligible to receive APC in 2020-2021 school year;
- Holds valid certificate in early childhood or elementary education and certification as a reading specialist or a master’s degree in curriculum and instruction, or related content area;
- Minimum of five years of successful instructional experience
- Substantial successful teaching experience in Title I Schools required;
- Minimum of five years of successful experience in a leadership role preferably at a Title I school;
- Knowledge of curriculum and staff development; proven experience leading initiatives at the school or district level;
- Ability to relate well to students, colleagues, parents, and community members;
- Ability to develop and implement school wide programs and operationalize initiatives for skillful implementation;
- Successful experience with grant management and related compliance tasks;
- Ability to meaningful analyze, interpret, and communicate assessment results to drive improved instructional practice;
- Demonstrated ability to integrate technology in instruction; and
- Letter of recommendation by principal/immediate supervisor.

TERM OF EMPLOYMENT:
Full-time ten-month position. Additional work after hours and during the summer compensated by stipend.

SALARY GRADE RANGE:
The salary for this position will be based on the appropriate position on the teacher’s salary schedule (#1).

BARGAINING UNIT ELIGIBILITY: EASMC