

Literacy Coach

Reports To: Curriculum/Instruction Coordinator

Grant-funded position through 2024-25 school year

Location: District Wide, travel between schools will be required

SUMMARY

The Literacy Coach will work closely with district level administration and building principals to lead implementation of the district PK-12 Comprehensive Literacy Plan. The coach will assist with determining, planning, and facilitating professional development related to literacy initiatives. The coach will assist principals with the implementation and support of multi-tiered systems of support efforts to hone students' literacy skills. The coach will develop partnerships with teachers and paraprofessionals to enhance their literacy pedagogy and instructional repertoire. The coach will promote the district literacy vision to increase family engagement. This position is not a district student intervention position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as a coach and teacher resource to guide and support implementation of the district PK-12 Comprehensive Literacy Plan at the elementary level
- Attends specialized literacy trainings to stay current with literacy research
- Collaborates with classroom teachers, building principals, Title I teachers, and paraprofessionals to analyze achievement data, develop intervention plans, and monitor individual student progress
- Supports and implements assessment tools and student achievement data management system at the building level
- Administers Tier 2 or 3 diagnostic assessments if necessary
- Models lessons, instructional practices, and one-to-one coaching to assist classroom teachers and paraprofessionals with enhancing application of instructional practices aligned with structured literacy
- Identifies evidence-based instructional materials for Tier 2 or 3 interventions
- Participates in designing and implementing school improvement action plans when appropriate
- Assists district administration and building principals with planning or facilitating family outreach (i.e. family literacy cultures, literacy gaps within cultural and socioeconomic backgrounds, summer literacy camps)
- Works with district administration to analyze the effectiveness of the district literacy plan in order to determine necessary adjustments to the plan and professional development needs
- Facilitates building and district level professional development for teachers and paraprofessionals
- Participates in professional activities, continuing education and professional development that enhance the mission and goals of the district's literacy vision

- Demonstrates high standards of professionalism and ethics
- Performs other duties as assigned

ESSENTIAL SKILLS

- Communication. Communicates effectively with students and colleagues through both verbal and nonverbal means. Aids students in understanding the literacy principles.
- Collaboration and interpersonal. Keeps an open-mind and engages in active listening. Respects diversity. Builds trusting connections with their colleagues. Demonstrates patience.
- Organization. Sets goals and actions plans for achieving them. Prioritizes tasks. Thinks strategically.
- Leadership. Encourages personal growth. Inspires others to put in extra effort to support students. Uses data and information to make decisions. Designs and presents presentations to small and large groups. Maintains confidentiality concerning colleagues, students, and parents.
- Technical. Proficient in the use of MS Word, MS Excel, Google Suite, email, Chromebook applications, Smart Boards and standard office equipment.

QUALIFICATIONS

- **Bachelor's degree in education.** Minimum of 5 years as an elementary teacher. Minimum of 2 years of experience as a literacy coach or a similar role is advantageous. In-depth knowledge of current PK-6 literacy research is required. Specialized training in Science of Reading and dyslexia is favorable.
- **Wyoming Teaching Certification** required. Reading or literacy endorsement preferred.
- **Valid Wyoming Driver's License** and a clear driving record. Must agree to and clear a background check.

SALARY AND BENEFITS

This is a full-time position with benefits. Salary will be based on the district Certified Teacher Salary Schedule and determined upon experience.