

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****TEACHER/LITERACY COACH****JOB GOAL**

To help provide an instruction and learning environment which fosters literacy achievement at the high school level.

SUPERVISES

Students, and when assigned, student teachers and classroom aides.

QUALIFICATIONS

1. Valid New Jersey Educational Certificate.
2. Demonstrated ability to provide leadership in the development of literary strategies and training program.
3. Ability to model strategies and coach faculty in reading and writing literacy techniques.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Provides leadership and coordination of reading and writing strategies across the curriculum in all content areas; observes reading and writing instruction in classrooms, consults with teachers regarding strategies, and coaches teachers in use of strategies.
2. Assists to determine the reading and writing abilities of students and to identify those needing remediation or enrichment.
3. Monitors student progress toward state standards and district objectives of reading and writing instruction; develops and maintains records and reports as necessary.
4. Plans and administers a program to provide remedial and advanced reading instruction.
5. Develops lesson plans and instructional materials and provides individual and small group instruction in order to meet the needs of students.
6. Interprets student needs and reading progress to classroom teachers.
7. Evaluates the district's reading literacy efforts and makes recommendations for improvements as appropriate.
8. Recommends adoption and use of varied reading instruction materials.
9. Plans and conducts in-service workshops pertinent to methods and materials appropriate to various levels of reading instruction.
10. Consults with members of the child study team at individual case conferences as requested.
11. Interprets reading test results to the administration, teaching staff and the community.
12. Participates in school-level planning, faculty meetings, committees and other school system groups.
13. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
14. May be required to teach one or more certificate-appropriate class – refer to “B-04 Teacher” job description for job duties and responsibilities associated with this responsibility.
15. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and

regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

16. Performs other duties within the scope of his/her employment and certification as may be assigned.

ESSENTIAL SKILLS/ABILITIES

1. High integrity and ethical standards.
2. Ability to maintain a positive learning environment.
3. Excellent verbal and written communication skills.
4. Strong interpersonal and communication skills.
5. Excellent organizational skills and attention to detail.
6. Creative analytical and problem-solving skills.
7. Proficiency with technology resources.
8. Regular attendance.
9. Must be able to traverse school facility/grounds and lead students to safety in the event of an emergency.

REPORTS TO

Principal and/or designated administrator.

TERMS OF EMPLOYMENT

Work year and salary to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

*This job description is subject to change at any time.

APPROVED BY:	Cumberland Regional Board of Education
DATED:	May 8, 2008
AMENDED:	February 12, 2009
AMENDED:	May 27, 2021
AMENDED:	March 23, 2023