

TITLE: Elementary Literacy Coach

QUALIFICATIONS:

1. At minimum, valid New Jersey teacher standard certificate for elementary level
2. Demonstrated knowledge of English Language Arts: state standards and research-based practices.
3. Strong interpersonal and communication skills.
4. Ability to maintain a positive learning environment.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal and Director of Curriculum and Instruction

SUPERVISES: Students, and when assigned, student teachers and classroom aides

JOB GOAL:

1. To support the school's ELA instructional program
2. To support teaching staff in effective implementation of ELA program
3. To support students in need of foundational skills and ELA intervention

PERFORMANCE RESPONSIBILITIES:

Administrator Support

- Assist in continual examination and implementation of Reading and Writing Curricula.
- Assist in coordinating instructional materials and resources for the English Language Arts Program.
- Assist in coordinating school level professional development sessions.
- Assist with school level testing coordinating duties such as F&P, iReady, Benchmark Assessments, NJSL-Assessments.
- Assist in identifying and developing course of action to service at-risk students through programs such as Basic Skills, I&RS, and RTI.
- Assist in compiling appropriate ELA data to gauge school's overall academic progress.

Teacher Support

- Provide training, coaching, and on-going in-classroom support to elementary staff in the following area:
- Effective strategies in implementing Balanced Literacy: Readers Workshop, Writers Workshop, Word Study, use of Literacy Based Centers and Guided Reading/Writing.
- Using data to inform instruction such as F&Ps, iReady, Benchmark, and other formative assessments apropos to grade level.
- Additional strategies for instructing at-risk students.

Student Support (30% of weekly schedule)

- Provide intensive support to small group of students in need of intervention.

Other

- Upholds and enforces school rules, administrative regulations and board policy.
- Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.