

## **JOB DESCRIPTION**

**TITLE:** Elementary Literacy Coach

**JOB CODE:**

### **QUALIFICATIONS:**

- Hold or be eligible for a Virginia license with endorsement in elementary education.
- Hold a Virginia Postgraduate Professional license (Master's Degree) in Reading with a Reading Specialist endorsement
- Have five years successful experience as a classroom teacher at the elementary level. Preference will be given to those with Kindergarten through grade 5 experience, and to those with experience in literacy coaching at the elementary level.

**REPORTS TO:** Building Principal

### **PURPOSE:**

Work with professional staff and administration to improve literacy teaching and learning at the elementary level.

### **KNOWLEDGE/SKILLS/ABILITIES:**

- Demonstrated ability to effectively implement evidenced-based instructional practices in relation to literacy.
- Demonstrated ability to work with adult learners.
- Demonstrated ability to plan, implement, present, and evaluate professional development related to literacy in various groups and settings.
- Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, for promoting initiatives, and for conveying expectations.
- Ability to skillfully offer constructive feedback to facilitate change.
- Ability to maintain confidentiality.
- Ability to organize and prioritize responsibilities, projects, and tasks.
- Ability to take initiative with projects and responsibilities, including personal professional growth.

### **ESSENTIAL FUNCTIONS:**

- Teach, model, and facilitate research-based best practices within the school's literacy instructional program.

- Support teachers with the implementation of professional development and school and district initiatives related to literacy.
- Network with other literacy coaches and participate fully in ongoing professional development.
- Perform other duties and responsibilities related to instruction in literacy as assigned by supervisor.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the school board's policy on evaluation.

Last Reviewed: \_\_\_\_\_  
Date Signature

**PHYSICAL REQUIREMENTS**

The employee can: (please check appropriate box for each activity listed below)

	Never 0-33%	Occasionally 34%-66%	Frequently 67%-100%	Continuously
• Stand				
• Walk				
• Sit				
• Squat				
• Crawl				
• Bend				
• Climb				

Please check appropriate box below:

Full-Time      Very Heavy Work-lifting objects over 100 lbs. & frequent  
 Part-Time      lifting/carrying of 50 lb. or more, frequent standing/walking

