



KINGSWAY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

Literacy Coach

(Adopted March 25, 2021)

Qualifications:

1. Bachelor's degree required
2. Holds a New Jersey Teaching Certificate; ELA K-12 or related certification preferred
3. Minimum of three years teaching experience with demonstrated success as a classroom teacher with knowledge and mastery of effective literacy-based instructional strategies
4. Strong content and instructional expertise
5. Ability to analyze data effectively
6. Demonstrated capacity to be self-directed, organized and collaborative

Reports To:

Chief Academic Officer and/or ELA Supervisor

Job Goal:

To mentor, and support teacher practice to improve and accelerate the achievement of all students in the areas of literacy (reading and writing) across the curriculum

Performance Responsibilities

1. Work with educators and school leaders to support initiatives at the classroom, school, and district level
 - a. Identify literacy resources and practices that are equitable and that facilitate literacy instruction that meets the needs of each learner through differentiation.
 - b. Collaborate with educators to develop authentic, active learning experiences that foster student agency, deepen content mastery, and allow students to demonstrate their competency.
 - c. Model the use of research-based instructional strategies with educators to create high-achieving learning environments.
 - d. Recognize educators across the organization who use effective strategies to enable high-impact teaching and learning.
2. Establish trusting and respectful coaching relationships that encourage educators to explore new methods for teaching and learning.
 - a. Partner with classroom teachers for coaching sessions that include co-lesson planning, goal setting, and self-evaluation; this includes observing teachers and providing non-evaluative feedback.
 - b. Collaborate with educators to identify literacy content and related strategies that are culturally relevant, developmentally appropriate and aligned to content standards.
 - c. Personalize support for educators by planning and modeling the effective use of research-based practices to improve students' reading and writing skills.
3. Develop, design, and deliver professional learning related to literacy instruction based on needs assessments and frameworks for working with adults to support their cultural, social-emotional, and learning needs.
 - a. Build the capacity of educators and instructional teams by facilitating professional learning workshops, building virtual and asynchronous professional learning opportunities, and via classroom visitations with active learning and actionable feedback.
 - b. Evaluate the impact of professional learning and continually make improvements in order to meet the district-wide vision for high-impact literacy instruction.
4. Support educators to interpret qualitative and quantitative data to inform their decisions to support individual student learning.
 - a. Help educators create effective assessments and rubrics that provide timely feedback, support differentiated instruction, and personalize learning.
 - b. Partner with educators to empower students to use data to set their own goals and measure their own progress.
5. Keep current with emerging trends in literacy instruction and support the district's vertical and horizontal curriculum alignment.
 - a. Pursue ongoing professional development to deepen expertise and improve coaching practice.
 - b. Submit a monthly report and/or schedule to the Chief Academic Officer and/or ELA Supervisor outlining



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Literacy Coach

(Adopted March 25, 2021)

the activities completed and the goals for the following month.

6. Collaborate with all educators, school leaders, and families to support and enhance student outcomes.
 - a. Develop and present workshops/training for students and families to support literacy within the home environment.
7. Perform all other responsibilities and duties assigned by the Superintendent of Schools or his/her designee.

Employment conditions:

Contract year:	September 1 st to June 30 th
Job Family	Professional Staff
Pay Grade/Compensation Structure:	G10
Evaluation:	In accordance with Board policy



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Literacy Coach
(Adopted March 25, 2021)
