

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

TITLE I LITERACY AND TECHNOLOGY COACH GRANT-FUND

POSITION: Grant Funded: Title I Literacy and Technology Coach

REPORTS TO: Chief of Equity, Engagement and Early Access

LOCATION: Title I Schools: Greenview Knolls Elementary, Green Holly Elementary, G.W. Carver Elementary, Park Hall Elementary and Lexington Park Elementary Schools

NATURE OF WORK:

This is a professional position to meet the instructional goals of the school system by delivering instructional programs effectively to ensure student achievement with a primary focus on literacy and technology. The Literacy and Technology Coach also works with other staff within Title I schools to mentor, model, guide, and enhance the delivery of instruction to students, work with individual students or small groups of students to provide focused instruction, and/or to work with parents/guardians to promote literacy and technology in the home.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- Ability to work collaboratively and comprehensively with Title I professional literacy consultants to embed practices that support instruction
- Knowledge of curriculum and staff development; proven experience leading initiatives at the school or district level
- Ability to relate well to students, colleagues, parents, and community members
- Ability to develop and implement school wide programs and operationalize initiatives for skillful implementation
- Successful experience with grant management and related compliance tasks;
- Ability to meaningfully analyze, interpret, and communicate assessment results to drive improved instructional practice;
- Demonstrated ability to integrate technology in instruction

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the literacy instructional support of the school's reading and written language programs
- Facilitates collaborative team discussions related to literacy and instructional decision-making sessions
Collaborates with Title I professional literacy consultants to embed practices that support instruction
- Works collaboratively with all staff and support service providers within the assigned school to facilitate literacy instruction
- Works to ensure that professional development is embedded in the schedule in a meaningful manner and is occurring regularly
- Provides leadership in literacy programmatic implementation and prepares required reports accurately
- Models instructional practices in classrooms and provides coaching for other staff members, focusing on target areas identified to include Schoology and other online platforms;
- Provides training, mentoring, coaching, and support for teachers and staff
- Provides direct literacy instruction for students as needed including with the use of Schoology and other online platforms
- Assists classroom teachers with the administration, interpretation, and analysis of formal and informal assessments
- Conducts professional development and formal presentations on literacy, for parents, teachers, and other colleagues
- Serves on the School Improvement Team (SIT); and School based leadership team, Title I leadership team
- Works collaboratively with Title I partners to foster coordination of programs including Head Start, Judy Center, etc.
- Directs and evaluates student learning experiences
- Provides guidance to students to promote education development and welfare
- Provides care and protection of school property
- Supervises student activity on school property
- Plans and coordinates the instructional program in accordance with the current curricula
- Works in conjunction with other instructional staff to improve delivery of instruction
- Delivers focused instruction to individual students or small groups of students
- Supports parents/guardians in promoting literacy and technology in the home
- Participates in system-wide professional development to share at the school-level
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Possess advanced professional certificate or is eligible to receive APL
- Holds valid certificate in early childhood or elementary education and certification as a reading specialist **OR** a master's degree in curriculum and instruction, or related content area
- Five years of successful instructional experience
- Teaching experience in Title I Schools
- Five years of successful experience in a leadership role preferably at a Title I school
- Letter of recommendation by principal/immediate supervisor

TERM OF EMPLOYMENT:

Full-time ten-month position. Additional work after hours and during the summer compensated by stipend.

SALARY GRADE RANGE: The salary for this position will be based on EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Revised: 09.2024