

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

SECONDARY SCHOOLS LITERACY COACH 10 M GRANT-FUNDED

POSITION: Secondary Schools Literacy Coach 10M Grant-Funded

REPORTS TO: Supervisor of Instructional Programs

LOCATION: Designated Secondary School Sites

NATURE OF WORK:

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

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
- 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 analyze data to impact instruction to include but not limited to the use of UNIFY; and
- Knowledge of state and system requirements and initiatives
- Knowledge of curriculum and staff development

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for data collection and instructional support to schools and staff
- Collaborates with central office and school-based administration and school-based teacher leadership to help them meet their instructional goals established as part their School Improvement Plan and MSDE requirements such as Bridge and College and Career Readiness Status (CCR)
- Models and provides coaching for staff and school mentor teams focusing on areas identified by the system leadership and/or the school site to support increased student achievement in both literacy and disciplinary literacy
- Facilitates transition and accountability activities between and among the middle and high school sites assigned
- Provides care and protection of school property
- Supervises student activity on school property
- Delivers focused instruction to individual students or small groups of students

- Provides mentoring and support for teachers and staff including participation on the new teacher mentoring team
- Assists school-based leadership with the administration and interpretation of formal and informal assessments
- Facilitates collaborative team discussions and other data-based decision-making sessions including PLC and department meetings
- Conducts professional development for administrators, teachers and parents as required and/or needed to support system and school initiatives
- Meets with the Supervisor of Instructional Programs and/or Instructional Resource Cohort on a monthly or bi-weekly basis
- Models and shares best instructional strategies for SMCPs administration and school-based staff through direct modeling; information sharing at Professional Development sessions; and/or through electronic communication such as newsletters
- Participates in system-wide professional development to share at the school level
- Performs other duties as assigned.

QUALIFICATIONS:

Required:

- Bachelor's degree
- Professional License/Certification
- Five (5) years teaching experience
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate

Preferred:

- Certification as a reading specialist and/or a master's degree in an educational field preferred

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher Career Ladder for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Update: 7.2024, 04.2025