

CERTIFICATED JOB DESCRIPTION

LITERACY COACH AND RESOURCE TEACHER SPECIALLY FUNDED PROJECTS (SCHOOL SITE)

JOB SUMMARY:

Under the supervision of site administrator with direction and support from the Instructional Services and Support Department. The Literacy Coach and Resource Teacher will provide school site professional learning and coaching to support literacy with an emphasis on evidence-based instructional practices to support student literacy development and improve student outcomes.

ESSENTIAL JOB FUNCTIONS:

- Design, organize, and facilitate professional learning in a variety of settings (including whole staff, ILT, grade level collaboration, and classroom).
- Attend regularly and fully participate in professional learning and meetings related to the area of responsibility or special project.
- Assist in developing, implementing and evaluating the site literacy plan according to the special project requirements.
- Collaborate with the Instructional Services and Support Department, school site personnel (including Instructional Leadership Teams (ILT) and grade level teams), and educational partners to implement the site literacy plan aligned to special funding.
- Provide teachers with opportunities for co-planning, co-teaching and coaching support in the classroom.
- Promote access to and the effective utilization of curriculum, materials and resources.
- Use data-informed practices to identify and support students, including those with potential risk for reading difficulties.
- Provide direct, push-in supplemental small group support that is responsive to data and in collaboration with the classroom teacher to ensure continuity of learning.
- Establish a positive, inclusive climate and a culture of collaboration.
- Maintain open and consistent communication that is clear.
- Design and implement a family literacy plan to engage and support families as partners.
- Perform related duties aligned to the special funding as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credential:**
Multiple Subject Teaching Credential.

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CLAD or BCLAD or equivalent
"No Child Left Behind" compliant.
Reading Specialist Credential preferred.

- **Education:**
Master's degree, including all courses needed to meet credential requirements.
- **Experience:**
Five years of classroom teaching experience, including K–3 foundational literacy instruction; cognitive coaching, professional development design and adult learning; experience integrating technology; knowledge of evidence-based literacy practices and the science of reading; experience with assessment practices, data systems and MTSS.

*Certificated Salary Schedule
Board Approved: 04/08/2026*