



Family Engagement and Literacy Strategies Coach

Purpose Statement

The role of the Family Engagement and Literacy Strategies Coach is to provide teachers with literacy coaching and support to improve teacher instruction, parent involvement, and student learning. This position involves building strong relationships with stakeholders, facilitating meetings, planning events, and supporting instructional development.

Supervisory Relationship

Reports to: Principal / Program Specialist

Essential Functions

- **Relationship Building:** Establish and maintain strong relationships with teachers, reading specialists, instructional coaches, administrators, and families.
- **Meeting Facilitation:** Facilitate meetings and workshops to identify issues, develop recommendations, support staff, and serve as a building representative/liaison.
- **Event Planning:** Assist in planning and promoting school-wide events involving parent and community participation to ensure high-quality services for children and families.
- **Parental Advising:** Advise parent/family groups to ensure they receive necessary support and learning opportunities.
- **Volunteer Coordination:** Coordinate, orient, and oversee volunteers, practicum students, and community partners participating in various programs and events.
- **Instructional Support:** Support the instructional development of teachers in understanding and implementing the literacy curriculum, assessments, and data analysis, including lesson planning, pacing, and differentiation.
- **Modeling and Co-Teaching:** Model and co-teach literacy lessons in classrooms on a daily or weekly basis.
- **Resource Assistance:** Assist teachers with resources, materials, tools, and information to support classroom instruction and planning, including new resources.
- **Research:** Research topics such as grants and community service organizations to stay informed on trends and changes, and to make recommendations.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Effective communication and interpersonal skills.
- Ability to facilitate meetings and workshops.
- Strong organizational and planning abilities.
- Competence in using instructional resources and materials.

Knowledge

- Understanding of literacy instruction and curriculum.
- Familiarity with data analysis and assessment tools.
- Knowledge of community resources and parent engagement strategies.

Abilities

- Build and maintain positive relationships with diverse stakeholders.
- Support instructional development and model effective teaching practices.
- Plan and coordinate events and programs.
- Work independently and collaboratively.
- Adapt to changing work priorities and handle multiple tasks.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Utilize resources from other work units as required. Impact the organization's services continually.

Work Environment

Physical activities include some lifting, carrying, pushing, and pulling. Generally, requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations with some exposure to risk of injury and/or illness.

Experience

Five years of elementary classroom teaching experience

Experience providing professional development or instructional coaching to adult learners preferred

Experience and confidence in literacy instruction preferred

Education

Bachelor's degree in education

Certificates and Licenses

Valid North Dakota teaching license

Continuing Education/Training

Maintains required certificates and licenses

Clearances

Criminal justice fingerprint/background clearance

FLSA Status

Exempt

Salary Grade

Teacher Salary Schedule