Job Description

JOB TITLE: Early Literacy Coach

DEPARTMENT: Instructional Services

REPORTS TO: Instructional Services Director

WORK LOCATION: CCRESA Administration Building with travel

WORK SCHEDULE: 190 – 210 days

SALARY SCHEDULE: Salary Commensurate w/ Experience Per CCRESA Compensation Manual

SUMMARY

The position will assist Clinton County RESA in supporting the Local Education Agencies (LEA) with professional learning, evaluating the multi-tiered system of supports, assessment and data analysis, as well as improving instructional practices related to literacy in Kindergarten through Third Grade. The position will provide consultation regarding research-based methodologies to ensure that Clinton County children are reading at grade level by third grade. This is a grant-funded position and employment is contingent upon availability of funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with Multi-Tiered Systems of Support Team to assess needs and integrate support for literacy
- Support teachers in analyzing data to strategically support groups of students
- Fluency with utilizing formative, screening, and diagnostic tools with students to determine appropriate reading instruction
- Ability to utilize data from diagnostic tools to determine extra supports needed in order to read at grade level by the end of grade three
- Ability to use observational data and formative assessment processes to guide professional learning and coaching
- Use technology as an instructional and organizational tool
- Develop and model high quality literacy lessons for K-3 teachers
- Develop and maintain strong relationships with teaching staff in designated buildings when providing coaching experiences.
- Coach individual and groups of teachers with researched based instructional practices
- Serve as a regional source for development and delivery of professional development related to research-based literacy strategies and interventions for teachers of Grades K-3
- Participate in school improvement activities focused on improving instructional practices as evidenced by student outcomes in Grades K-3
- Participate in required trainings for Michigan ISD K-3 Literacy Coaches
- Facilitate county-wide professional development for K-3 teachers
- As needed for completion of duties, attend meetings outside of normal working hours
- Perform other duties and responsibilities as may be assigned

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

QUALIFICATIONS

Education: Master’s Degree in Education or related field with five or more years teaching experience at Grades K-3, degree in literacy preferred

Experience: Minimum of three years of teaching experience at Grades K-3

Certificates, Licenses, Registrations: Teaching Certificate

Other knowledge, skills and abilities:

1. Ability to deepen teachers’ knowledge around research-based instructional strategies
2. Ability to demonstrate facilitation skills in large and small group settings
3. Willingness to accept and provide feedback from teachers, colleagues, and supervisors in order to continuously improve practices related to job responsibilities
4. Instructional skills and knowledge base in early literacy components such as phonemic awareness, phonics, fluency, vocabulary, and comprehension
5. Willingness to engage in continued professional learning to enhance individual skill related to this position
6. Ability to work well with people and maintain productive and positive interpersonal skills
7. Knowledge of current K-3 state literacy standards and Literacy Essentials
8. Remain knowledgeable about current research and pedagogical recommendations relevant to the coaching role
9. Effective organizational skills
10. Effective communication skills

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, talk, hear, walk, drive, and occasionally move training resources. The employee must occasionally lift and/or move up to 50 pounds.
WORK ENVIRONMENT

Normal office environment. It is also anticipated that some stress will be associated with this position primarily due to deadlines and irregular workflow.

POSITION TYPE/EXPECTED HOURS OF WORK

Some flexibility in hours is allowed, but employee is generally expected to work 7.5 hours per day during the core work hours of 8:00 a.m. to 4:30 p.m. (lunch hour permitted). Occasional evening and weekend work may be required as job duties demand.

TRAVEL

The employee will be expected to travel between the 6 local districts and the CCRESA administrative offices in St. Johns.