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<th><strong>Position Opening</strong></th>
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<td><strong>Posting Date:</strong></td>
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<td><strong>Title:</strong></td>
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<td><strong>Effective Date:</strong></td>
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<td><strong>Circumstances:</strong></td>
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<td><strong>Salary:</strong></td>
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| **Qualifications:**  | Master’s Degree in English Language Arts, Reading Specialist, or other Literacy related specific degrees  
At least 5 years of successful experience in early childhood classrooms (preschool – third grade) teaching  
Positive, proactive, collaborative, and energetic management style.  
Excellent verbal and written communication skills.  
Ability to work on multiple projects and maintain proactive communication with stakeholders.  
Experience with data driven decision making processes and systems.  
Experience providing professional development opportunities to a variety of stakeholders and/or grade level teaching staff.  
Demonstration of technological proficiencies with Microsoft Word, Excel, Google mail, social media such as Facebook and Twitter.  
The ability to deal with issues in a fair manner, treat diverse populations and personalities with dignity and respect; act in a highly ethical manner.  
Willingness to learn new software.  
Ability to work in a fast-paced environment yet maintain flexibility in thinking and actions. |
Nature of Position:

The Early Childhood Literacy Coach (ECLC) will facilitate evidence-based practices in early childhood (pre K- third grade) classrooms; specifically supporting local district Early Literacy Coaches. The purpose of this position is to assist the MAISD and LEAs with professional development and integration of evidenced based assessment, curriculum, and instructional practices around the Essentials in Literacy practices in pre K through third grade classrooms. This position will focus on Pre K – third grade level classroom support for LEA coaching activities.

The ECLC will be responsible for providing coaching and leadership in implementing evidenced based literacy coaching, programming and initiatives throughout the MAISD. ECLC will work in conjunction with LEA coaches and classroom teachers, to plan, organize, implement, and when appropriate deliver, and provide professional development opportunities for teachers, parents, and community partners in alignment with Literacy Essentials, MTSS, and MAISD mission, vision, and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Committee and Task Force participation as identified by grant requirements.
- Serve on various local internal and external committees to promote and facilitate effective dispositions and initiatives relevant to Early Literacy Essentials and literacy achievement.
- Provide presentations to community groups to promote evidenced-based literacy essentials information.
- Data collection and evaluation related to the grant.
- Promote high quality evidenced-based practices in literacy pre-k and third grade.
- Serve as a resource to LEAs by providing assistance and planning, evaluation, and implementation of evidence-based literacy curriculum, data collection, and instruction.
- Provide coaching to identified Early Literacy Coaches in order to support and promote Essentials work in classrooms though out MAISD.
- Research, organize, and maintain a variety of publications and materials used to orient, educate, or train LEAs in implementing evidenced based practices in literacy pre-k – first grade including but not limited to an MAISD early literacy webpage.
- Conduct annual Essentials in Literacy Needs assessment for Local District classrooms.
- Facilitate CORE professional learning quarterly activities. Including: professional development support, material review, and resource development around Essentials in Literacy.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong Knowledge of pre-k to early elementary instruction. Curriculum development, differentiation, and assessment.
- Knowledge of literacy assessments and variety of reporting procedures.
- Ability to work as part of a team.
- Public speaking and training expertise.
- Strong knowledge of research and evidenced-based practices in Early Literacy Essentials instruction and familiarity with Multi-Tiered Systems of Support.
- Flexible schedule required: nights, weekends, and summer work days may be required.
- Ability to exercise discretion and confidentiality in dealing with staff, student achievement, and operations.
- Variety of physical demands of the job may include but are not limited to standing, sitting, walking, bending, travel, lifting all as identified

Inquires
Directed to: Carrie O’Connor, Great Start Director
616-522-1412
cocconnor@ioniaisd.org

Applications: Applications must include a letter of application, detailed résumé of training, work experience, references and any pertinent credentials.

Deadline for Applications: Open Until Filled

Statement of Assurance:
It is the policy of Montcalm Area Intermediate School District that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, activity, or in employment for which it is responsible. Inquiries related to discrimination should be directed to: MAISD Superintendent, P.O. Box 367, 621 New Street, Stanton, MI 48888. (989-831-5261)

Montcalm County Intermediate School District is an Equal Opportunity Employer. Auxiliary aides and services are available upon request to individuals with disabilities.

Date Posted: _______________________________________

Authorization by: ____________________________________
Superintendent

EEO