

**SOUTHGATE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: Literacy Coach

QUALIFICATIONS:

- 1. Holds a valid certificate in accordance with rules and Regulations of the Commonwealth of Kentucky Education Professional Standards Board**
- 2. Knowledge of Literacy Curriculum and Instructional Practices**
- 3. At least 5 years teaching experience**

ADDITIONAL CERTIFICATES/ENDORSEMENTS RECOMMENDED:

- **Master's Degree**
- **Supervisor of Instruction**
- **Literacy Specialist**
- **Teacher Leader**
- **Reading Program Consultant**

REPORTS TO: PRINCIPAL/SUPERINTENDENT/GRANT COORDINATOR

JOB GOALS: To provide direct support and technical assistance to school staff in district-wide initiatives involving literacy. In addition to strategic literacy-focused mentoring, the Literacy Coach will support teachers in the implementation of research-based practices for literacy learning and enhancing and refining instruction and intervention.

Job Duties:

- Support teachers in implementing explicit, systemic and rigorous literacy instruction, through collaborative lesson planning, modeling, co-teaching, and conferencing
- Build teacher capacity for developing and implementing formative classroom practice and student learning related to literacy
- Analyze and present student and teacher data to inform and plan high quality instruction that meets the targeted and differentiated needs of all students leading to improved student literacy achievement
- Assist teachers in organizing and selecting supplemental resources for intervention and enrichment literacy instruction
- Work with the principal, superintendent, and grant coordinator to provide specific professional development to staff regarding literacy
- Collaborates with classroom teachers, principal, superintendent, and grant coordinator to promote academic conversations within Professional Learning Communities to improve teacher instruction and student achievement
- Assist teachers with and analyzes literacy based universal assessments as well as formative and summative assessments

- Collaborate with principal, superintendent, and grant coordinator to provide holistic support for teachers

Professional Duties:

- Works toward state, district, and school goal achievement
- Participates in required training programs and required meetings
- Participates in ongoing professional learning offered to increase skill and proficiency related to job responsibilities
- Review current developments, literature, and best practices related to literacy
- Researches practices and trends related to areas of responsibility
- Maintains a high degree of competency in the use of technology
- Completes all records and reports accurately and on time
- Manages time wisely, is punctual and reports to work regularly
- Carries out duties in accordance with established job descriptions
- Follows the Kentucky Certification Code of Ethics
- Follows federal and state laws, as well as School Board policies

Interpersonal Relationships:

- Is accessible to staff, flexible, reasonable, and cooperative
- Demonstrates self-control and displays a sense of humor at the appropriate time and place
- Gives and receives constructive feedback and praise appropriately
- Interacts frequently with staff in a mutually respectful and friendly manner
- Displays self-confidence
- Demonstrates professional courtesy
- Works cooperatively with others
- Responds effectively to concerns
- Treats people fairly, equitably, and with dignity and respect
- Demonstrates appreciation for and sensitivity to the diversity in the school community

Technology:

- Uses terminology related to computers and technology appropriately in written and verbal communication
- Follows Board policy, laws, and regulations in the use of computers and technology in both professional and personal practice
- Facilitates the lifelong learning of self and other through the use of technology