

## Narragansett School System

Spring 2017

**TITLE:** District Literacy Coach

### **JOB DESCRIPTION:**

The literacy coach will be directly under the supervision of the Director of Curriculum in consultation with the principals and assistant principals. He/she will assist the administration in the development, implementation, supervision, and evaluation of literacy curriculum and intervention programs across the district. He/she will implement the policies of the Narragansett School System.

### **MINIMUM QUALIFICATIONS:**

- Experience implementing research-based reading and writing interventions to students who are reading below grade level;
- Experience in designing and implementing district-wide systems to update and implement curricula.
- Demonstrated ability to lead teachers in collaborative professional learning sessions.
- Understanding of literacy intervention programs and structures that can be applied to Response to Intervention and ability to apply this understanding to assist in the design of effective intervention systems;
- Thorough understanding of and ability to provide training in reading assessments including AimsWeb, Dibels, PALs, Fountas and Pinnell Benchmark Assessment System, and DRA and in reading instruction including balanced literacy;
- Knowledgeable and current in state and federal initiatives relating to literacy;
- Thorough understanding of common core state standards and ability to facilitate workshops focused on using these expectations to guide and improve instruction;
- Demonstrated understanding of adult learning theory and strategies and ability to apply this understanding to working with staff;
- Willingness to support a vision for training and support for reading instruction;
- A life-long learner as demonstrated by active, professional development in the areas of standards-based instruction, differentiation of instruction, literacy, Response to Intervention, adult learning, and federal and state initiatives;
- Effective communication skills;
- Demonstrated organizational skills;
- Understanding of standards-based instructional practices as demonstrated by written and implemented standards-based units;
- Skills in collecting, analyzing, and using data for decision-making;
- Ability to work cooperatively with staff and school and central administration;
- Skills in digital technology applications and their use in curriculum.

## **DUTIES AND RESPONSIBILITIES:**

- Work with the Director of Curriculum to design a continuous improvement cycle to update the literacy curriculum.
- Co-chair district K-12 literacy vertical team
- Provide teachers with professional development; in-class consultation, assistance, feedback, and modeling through a structured and well-scheduled program;
- Work with administrators to schedule literacy coaching for the school and to document change over time. The literacy coach is a part of a district-wide initiative to promote change and alignment of literacy instruction across grade levels;
- Work with teachers to use assessments, student work, and other data to analyze current practice and identify areas for improvement;
- Give presentations, facilitate meetings, and work in classrooms with teachers and students;
- Demonstrate evidence of their own continuing professional development and be willing to participate in specified coach training;
- Maintain accurate records and prepare reports for the school and district for submission to the state;
- Collect data necessary for program monitoring and evaluation and effectively present information to all school constituencies;
- Oversee and coordinate literacy screening, diagnostic testing, and progress monitoring for literacy;
- Represent the program area at functions such as teacher, parent orientation, yearly transitional meetings, and other after school and evening functions when asked by administration;
- Contribute to the development of the budget, order instructional supplies and equipment relating to literacy, and submit requisitions to principals using the approved purchase order protocol;
- Along with the Director of Curriculum, prepare policies and procedures relating to literacy and develop appropriate assessment practices;
- Continually review student needs, teaching methods, and instructional materials to provide curriculum continuity; and
- Develop and model relevant and varied instructional approaches and a variety of assessment methods.
- Represent the district at statewide sessions for curriculum or assessment development.
- Work hours will be flexible to accommodate professional development needs.