

**Position Title:** Literacy Coach  
**Department:**  
**Reports To:**  
**Contract:**



---

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Foster collaboration and provide support for district, building teams, and teacher teams in the area of student literacy
- Collaborate with the principals and district administration to provide leadership for the district literacy team
- Demonstrate understanding of and participate in district RTI/MTSS model
- Access, analyze, and interpret literacy assessment data and provide coaching and support for teachers on Tier I, II, and III evidence based strategies
- Assist teachers and administrators in using data to determine interventions and identify evidence based strategies to improve student achievement
- Provide support for teachers in planning and gathering resources on creating standards-based lessons and interventions
- Engage in modeling and coaching with individual teachers, utilizing evidence based strategies to improve instruction aligned to district wide instructional initiatives
- Teach students performing below grade level expectations at the most intensive levels
- Contribute ideas and materials for improvement of district professional learning
- Actively engage and attend professional learning opportunities aligned with district initiatives
- Provide regular Literacy Coach updates to building and district administration
- Deliver support to building administrators and staff when needed
- Additional duties and responsibilities as assigned

**QUALIFICATIONS:**

- **Required:**
  - Valid Ohio Department of Education Teaching License and a Master's Degree in education or appropriate field or evidence of equivalency
  - Reading Endorsement
  - Minimum of 5 years experience of successful classroom teaching that includes reading/literacy instruction in grades K-8

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Position Title:** Literacy Coach  
**Department:**  
**Reports To:**  
**Contract:**



- 
- Academic coaching experience
  - Knowledge of Ohio's Plan to Raise Literacy Achievement
  - Knowledge of the Science of Reading and how to apply it to improve students literacy skills
  - **Preferred:**
    - Understanding of and experience using a Structured Literacy approach to reading instruction
    - Language Essentials for Teachers of Reading and Spelling (LETRS) trained
    - Experience in developing and delivering professional development in an educational setting
    - Training and/or certification in an Orton-Gillingham-based reading program

**OTHER SKILLS and ABILITIES:**

- Ability to maintain effective relationships with teachers, administrators, staff, parents and community members
- Ability to communicate effectively in written or oral form to staff, students, parents and community members
- Ability to maintain confidentiality of student and staff information
- Ability to efficiently operate various software platforms, including but not limited to Google suite, DASL, ProgressBook, and IEP Anywhere
- Ability to take initiative on tasks to streamline and increase efficiency in work flows
- Ability to perform duties with awareness of all district requirements and Board of Education policies

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*