

**Job Description**  
**BOARD OF EDUCATION**  
**DENVILLE**

**TITLE:** LITERACY COACH

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Instructional Certificate
2. Demonstrated comprehensive knowledge in child growth and development and effective instructional strategies
3. Ability to effectively apply the principles of assessment and diagnosis, and research related to learning
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current or pending residency in New Jersey

**REPORTS TO:** Assistant Superintendent

**JOB GOAL:**

The primary role of the Literacy Coach is to mentor and support teaching and learning through modeling, coaching and professional development to improve and accelerate student achievement through quality curriculum and instruction. A Literacy Coach is a certified, highly qualified teacher who demonstrates leadership skills and has expertise in curriculum, instructional strategies, child development, classroom management and knowledge of adult learning theory.

**PERFORMANCE RESPONSIBILITIES:**

1. Research and provide content knowledge and resources to staff about learning and teaching literacy – including:
  - a. Teaching strategies (e.g. reading in the content area);
  - b. Assessment Techniques (reading and writing skills);
  - c. Interpretation of assessment results.
2. Research and prepare materials for the use by the district, departments, schools, and teachers – including:
  - a. Teaching strategies (e.g. reading in the content area);
  - b. Assessment Techniques (reading and writing skills);
  - c. Interpretation of assessment results.
3. Research and provide information and guidance regarding a range of effective and innovative literacy practices through various activities such as:
  - a. Individual discussions (informal and formal);
  - b. Coaching sessions;

- c. Team teaching;
  - d. Demonstration lessons with pre- and post-discussion/analysis;
  - e. Study groups;
  - f. Staff meetings; and
  - g. Professional development programs
4. Collaborate with staff to collect and analyze data for professional development needs.
  5. Coordinate, monitor and deliver district staff development.
  6. Develop understanding and proficiency in the alignment of the curriculum with the New Jersey Core Curriculum Content Standards.
  7. Provide demonstration lessons to model effective instructional strategies and assessments.
  8. Provide content-specific assistance and support in the use of adopted textbooks series, supplemental materials and instructional technology.
  9. Support the development of a coherent instructional program with clear and well-articulated standards that incorporate best practice across the content areas.
  10. Provide leadership in literacy content curriculum meetings.
  11. Maintain paperwork consistently, appropriately and in a timely manner.
  12. Maintain the confidentiality of schools, teachers, and classrooms.
  13. Coordinate/facilitate instructional material pilots and implementations (including software).
  14. Obtain prior approval from the Assistant Superintendent for Instruction *before* distributing written communication and other media.
  15. Perform any duties that are within the scope of employment and certifications, as assigned by the Assistant Superintendent, and not otherwise prohibited by law or board policy.
  16. Any other duties deemed appropriate and necessary by the Assistant Superintendent.

**TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluations

**ADOPTED: May 19, 2014**