

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *School Literacy Coach*

**QUALIFICATIONS:** Minimum of 3 effective years of experience as a certified teacher; strong knowledge of how children learn to read; proven results when working with struggling readers; Master's or advanced degree in Education preferred

**REPORTS TO:** Principal

**SUPERVISES:** Assigned students as applicable

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Personnel.

**SALARY:** 10 - Month Certified Salary Schedule

**TERMS OF EMPLOYMENT:** 10 - Month

**JOB GOAL:** To improve the quality of instruction of assigned school. A School Literacy Coach is assigned to the school as a classroom teacher with the duties described in that job description as well as others listed below.

### PERFORMANCE RESPONSIBILITIES:

- Works with the principals and teachers at the assigned school in developing instructional plans that are consistent with the academic improvement efforts.
- Models and/or co-teaches lessons to demonstrate teacher best practices.
- Designs instructional units that meet the goals and objectives defined by the Louisiana Content Standards and local curriculum.
- Assists teachers in selecting and using effective teaching strategies to achieve the goals as stated in the Schoolwide Plan.
- Assists in the selection, production and use of instructional materials.
- Designs, plans, and conducts professional learning sessions at the assigned school.
- Informs teachers of the current research and recommendations of effective instruction for student achievement.
- Observes teachers, provide feedback and identify next steps in content for the purpose of support.
- Supports district implementation of current curriculum and instructional strategies.
- Facilitates collaboration among teams of teachers/learners with a focus on instruction and data.
- Serve as a mentor to educators at his/her assigned school.
- Attends and completes all professional development training assigned.

## PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date