

## Red River Parish School Board

### Job Description

**Title:** Literacy Coach

**Overview:** The Literacy Coach ensures students receive high-quality literacy instruction. Leads the development and improvement for 10-12 teachers in a school building via training, observations, model lessons, feedback conversations, data analysis and more. Serves as the literacy content expert and provides support on curriculum, high-quality interactions, and the science of teaching reading.

**Qualifications:** Minimum of 3 effective years of experience as a certified ELA teacher. Proven results when working with struggling readers. Strong knowledge of how children learn to read. Knowledge and experience working with high-quality reading curriculum.

Certified in the following areas:

- Elementary Grades 1-5
- Reading Specialist Grades 1-12
- Louisiana Trained Mentor Teacher

**Superordinate:** Principal

#### **Performance Responsibilities:**

1. Coordinate and implement high-quality reading curriculum
2. Facilitate professional development for teachers
3. Observe teachers, provide feedback, and identify next steps to improve instruction in core ELA instruction for the purpose of support and not evaluation
4. Monitor interventions conducted by the classroom teacher
5. Model exemplar lessons
6. Support lesson preparation using high-quality curriculum
7. Model and support high-quality interactions with students
8. Analyze data, identify trends, and support teachers to adjust instruction based on data
9. Support teachers with effective parent communication and family involvement
10. Communicate a belief in all students' abilities to become successful readers
11. Attend all required meetings and trainings
12. Communicate with leadership team on school-wide literacy progress

#### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

\_\_\_\_\_  
Employee Name (Print)                      Employee Signature                      Date

\_\_\_\_\_  
Immediate Supervisor                      Date

Terms of Employment:                      9 month teaching position to be continued through the duration of the Redesign Grant. This position will service 75% of the time at Red River Elementary and 25% at Red River Jr. High