

**RICE LAKE AREA SCHOOL DISTRICT**

**Rice Lake, Wisconsin**

**POSITION TITLE:** Elementary Level Literacy Coach/Coordinator

**QUALIFICATIONS:**

***Educational Requirements:*** Master's Degree desired, valid teaching credential, experience in primary grades, effective communication and interpersonal skills, evidence of leadership, demonstrated ability to motivate and train others in instructional settings, continual professional development.

***Certification Requirements:*** State of Wisconsin Teaching License, Master's degree desired

**WORKING RELATIONSHIP:**

***Line-Staff Responsibilities:*** Building Principal, Director of Instruction and Learning, Superintendent, Board of Education

***Length of Contract:*** Teacher 188 contract days / Full-day coaching position Literacy coach stipend

**POSITION OBJECTIVE:**

The Literacy Coach/Coordinator will support the training of district teachers and provide ongoing support for a comprehensive balanced literacy framework. The literacy coach will also work with school level and district level administrators in framework implementation.

**POSITION RESPONSIBILITIES:**

The Literacy Coach/Coordinator shall have, but not be limited to, the following duties:

- Support the district vision for teaching and learning literacy.
- Model high standards for professional development and instructional practices.
- Teach in a classroom daily. (Modeling, Push-in model).
- Submit initial course and on-going course syllabus annually.
- Design and deliver professional development to teachers.
- Teach up to 60 hours of staff development.
- Schedule and provide coaching sessions to all teachers who participate in professional development.
- Provide a continuum of coaching services to staff members.
- Complete monthly coaching schedule/log including teacher and date of coaching.
- Facilitate the elementary level Literacy Leadership Team.
- Facilitate school and district level parent literacy education.
- Prepare literacy data for building level data analysis.
- Participate in district data discussions to identify instructional practices and student growth patterns.
- Meet with building administrator at least monthly.
- Meet with the Director of Instruction and Learning monthly.
- Communicate literacy material needs to building principal.
- Communicate literacy material needs relevant to district implementation to Director of Instruction and Learning.

- Communicate problems to building level principal and provide solutions for resolving issues that may arise.
- Maintain confidentiality and develop trusting professional relationships.
- Work professionally and collaboratively with district literacy coaches and teacher leaders to implement a PK-12 systemic approach to teaching and learning literacy.
- Support universal level interventions.
- Participate in PK-12 literacy professional development.
- Actively participate in ongoing professional development provided by the affiliated university.
- Attend state and national literacy conferences as required by the district.
- Submit necessary calendars and records to meet federal and state requirements.
- Other duties as assigned by the Superintendent or his/her designee.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally, the position requires the employee to work irregular or extended hours and direct responsibility for the safety, well being, or work output of other people and meet multiple demands from several people.

**WORK ENVIRONMENT:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

***The Rice Lake Area School District is an equal opportunity employer. The District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or gender identity or gender expression.***

***The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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.***