

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Literacy Coach  
**Reports To:** Director of Elementary Learning

#### **SUMMARY**

Responsible for the coordination and administration of the Literacy Program, including coaching of teachers, modeling, supporting classroom instruction, and working with teachers to successfully implement the District's reading and writing philosophy.

#### **QUALIFICATIONS/REQUIREMENTS**

- Bachelor's Degree in Education
- Valid Missouri teaching certificate
- Four years of teaching experience (and/or other experience as determined by the Board of Education)
- Extensive training in literacy, and the Workshop Model preferred
- Knowledge of current educational principles, best practices, and procedures in literacy instruction
- Excellent organizational and problem-solving skills
- Excellent interpersonal, written, and oral communication skills
- Skills in strategic planning and planning staff development
- Skillful implementation and coordination of support with classroom teachers

#### **ESSENTIAL JOB DUTIES**

- Uses a centralized platform to maintain results-based coaching data to share with administrator and staff.
- Supports building administrators and teachers in data team collaboration through student evidence.
- Regularly supports elementary instruction by working with the classroom teacher on student achievement goals.
- Provides direction and literacy support/consultation to principals and classroom teachers.
- Establishes a sustained presence in schools, working collaboratively with the principal, staff, and students to achieve expectations.
- Assists in literacy planning and curriculum support.
- Provides professional learning to promote best practices in literacy teaching and techniques.
- Meets bi-weekly with the building administrator to discuss student-centered coaching goals and progress.

#### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Director of Elementary Learning.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with the current salary schedule and District Policies. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certificated personnel.