

**South Tippah School District
Literacy Coach
Job Description**

Qualifications:

Bachelors Degree in Education

Reports To:

Director of Curriculum

Job Goal:

Provide appropriate services to schools so that there can be a cohesive, sustained, intensive and classroom-focused approach that is rigorous, engaging, and relevant for students

Duties & Responsibilities:

1. Provide daily technical support to teachers in their capacity to support instruction of the 5 components of reading, implement curriculum, administer assessments, analyze data, and utilize technology
2. Model effective coaching and conferencing techniques
3. Assist administrators and teachers in addressing grade specific curriculum by developing an effective school-wide literacy plan and providing strategies for monitoring the plan's implementation
4. Design and conduct professional development to meet the varied needs of teachers
5. Conference with individual teachers to ensure they have specific goals and plans for improving practice
6. Provide clear, practical, timely, and candid written and oral feedback to the administration about their coaching practices and to teachers about their instruction
7. Meet regularly with principals and teachers to review data and make recommendations for adjustments in instructional practices
8. Maintain an organized system for documenting coaching services

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Director of Curriculum in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____