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# Example of Literacy Coach Job Description

Our growing company is looking to fill the role of literacy coach. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for literacy coach

* Assists ELLM teachers with using the assessment results to identify children’s needs and plans instruction based on individualized instructional outcomes
* Facilitates usage of all parts of the Mastery Learning Instructional Framework
* Aids in the development of teachers' knowledge of content and best practices in delivery
* Supports building level coaches and teachers in developing plans for instruction
* Guides building level coaches in modeling/co-teaching lessons
* Provides debriefing opportunities for teachers and building level coaches
* Provides walk-throughs to support instructional best practices
* Asesses schools professional development needs
* Conduct weekly and biweekly progress monitoring for enrolled SISP students
* Perform all other duties as directed by the Lead, Principal, or designee

## Qualifications for literacy coach

* Has excellent communication skills to interact effectively with multiple stakeholders
* Is deeply self-reflective, passionate, and committed to world-class schooling and excellence
* Mastery of appropriate content-specific, pedagogical knowledge and related research and best practices
* Strong analytic and problem-solving skills, with the ability to swiftly and accurately understand and analyze complex data to identify strengths and opportunities
* Understanding of best practices in effective professional development, teacher support, and instructional coaching
* Ability to design and facilitate effective professional development, including conferencing, co-planning, conducting classroom observations and providing feedback, modeling best practices, leading demonstration lessons, co-teaching, analyzing data, and supporting inquiry and reflection