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# Example of Literacy Coach Job Description

Our growing company is searching for experienced candidates for the position of literacy coach. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for literacy coach

* Meet regularly with the Elementary Curriculum Coordinator, Principals, and others to assure that students achieve proficiency or better in English language arts and that teachers are supported in their instructional practice
* Create an atmosphere of trust and collaboration among staff that will promote professional growth and accelerate the achievement of all students
* At the beginning of the school year, meets with the Elementary Curriculum Coordinator, to determine the schedule and priorities for training, conferences, workshops, meetings at the school, district, and/or other level
* As a coach to classroom teachers, the literacy (or instructional) coach will spend a substantial portion of the day working with teachers in classrooms
* Coach classroom teachers in all aspects of differentiated literacy instruction, including use of student assessments to group students, management of effective whole- and small-group instruction, and individual activities to meet specific student needs
* Provide feedback and suggestions for instructional improvements during coaching
* If requested by the classroom teacher, support teachers to implement strategies for working with struggling readers, English language learners, SPED students, for extending learning for students above grade level
* Coach will work with teachers and administration to design school-based professional development as necessary
* Provide teachers with clear and specific information on how to implement a range of effective instructional strategies
* Be competently knowledgeable of the Massachusetts English Language Arts Framework, core reading program, and other curricular programs to assist teachers in their implementation

## Qualifications for literacy coach

* Strong track record of leading a team towards ambitious learning goals for students
* Several years of prior successful experience teaching in an urban, multicultural education setting
* ESOL Endorsement or Certification
* Minimum 3-5 years of English Language Arts Teaching Experience
* Valid Tennessee Teaching License Certification
* Previous Instructional Coach Experience Preferred