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# Example of Literacy Coach Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of literacy coach. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for literacy coach

* Establish and enforce discipline procedures and expectations for students so that students can self-discipline and self-direct their learning on campus and in the classroom
* Collaborates with the national network of K12 teachers
* Maintains paperwork consistently, appropriately and in a timely manner
* Adapt and refine a Common Core State Standards aligned curriculum, scope and sequence, units, lessons and resources for students with Special Needs
* Track and Meet aggressive student and staff learning targets in literacy
* Support suite of literacy programs
* Provide resources, development and strategies to teams for students that require academic intervention
* Provide parent workshops on home literacy strategies
* The Literacy Coach will model best practices and coach teachers across content-areas with a focus on students’ regular practice with complex texts and their academic language
* Serve on the school Instructional Team with a focus on identifying and supporting the professional learning needs of teachers

## Qualifications for literacy coach

* Successful K-12 classroom teaching experience, virtual experience preferred
* Experience, certification and/or degree in ESOL and/or Special Education preferred
* Willingness to travel on occasion (may require occasional overnight travel)
* Must reside in Maine and within a commutable distance of the South Portland office
* At least two years of successful coaching or leadership experience at the elementary level
* Expertise and results in balanced literacy and the pedagogy of Reading and Writing Workshop