Literacy Coach

Reports to: Principal
Supervises: None
Term of Employment: 10 months
Salary: State Salary schedule Plus Local supplement
FLSA Exempt/Non-Exempt: Exempt

Qualifications:
- Current North Carolina Teacher Licensure
- National Board Certification preferred
- Five years of classroom teaching experience
- Bachelor’s degree; Master’s degree preferred
- Proficient computer skills
- Reading certification
- Strong leadership and collaboration skills
- Strong personal literacy skills inclusive of oral and written communication
- Knowledge of adult learning theory and presentation skills
- A commitment of three to five years in the Literacy Coach position

Purposes: To provide strategies for teaching students the literacy skills needed to read to learn and comprehend

Essential Job Functions:
- Facilitate the school’s literacy program
- Collect data, analyze results and share findings with staff
- Evaluate student achievement and assist with placing students in appropriate intervention and support services
- Identify needs and make recommendations for appropriate reading and writing materials
- Provide leadership for literacy across the school community
- Meet regularly with PLC team and principal to report in literacy progress and plan the next steps
- Collaborate with teachers to identify the literacy needs of students, to set goals and to problem solve
- Develop and provide materials for teachers
- Develop literacy strategies for all content areas
- Network with other literacy coaches and participate in ongoing professional development to extend literacy competencies
- Lead literacy study groups
- Perform other duties and responsibilities related to reading literacy as assigned by supervisor
# Literacy Coach

**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations.