

Dumas ISD

Literacy Coordinator/Campus Coach

Job Description

Job Title: Literacy Coordinator Coach

Wage Hour Status: Exempt

Report To: Principal

Pay Grade: 7

Dept. School: Assigned Campus

Date Revised: 3/2/10

Primary Purpose:

Provide leadership and coaching in the literacy instructional program for the teachers and students. Provide professional development for effective and efficient learning in Grades PK – 4. Enable students and teachers to discover their potential.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate
Generalist EC-4 or EC-6

Special Knowledge/Skills:

Ability to teach and coach children and teachers in literacy classes and classrooms
Knowledge of PK - 4 curriculum and instruction
Ability to coordinate and correlate with colleagues and principal at the campus level
Ability to coordinate and correlate with their peers and elementary curriculum director at the district level
Organize, update, and maintain campus literacy bookrooms
Implement instructional procedures, maintain good records, and interpret data
Good communication, public relations, and interpersonal skills

Major Responsibilities and Duties:

Campus Instructional and Program Implementation for Grades PK-4

1. Provide instructional and curriculum opportunities to meet teachers' and students' needs.
2. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
3. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
4. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
5. Encourage the use of technology in the teaching-learning process.



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6. Develop campus goals and objectives using collaborative processes and problem-solving techniques when appropriate.
7. Monitor results of the Observation Survey, Aimsweb, Terra Nova and math assessments. Review the results with the building principal to identify strengths and weaknesses with regard to a specific class/subject skill.
8. Use student data to examine curriculum and instruction program effectiveness.
9. Develop integrated and balanced curriculum and professional development.
10. Implement assessments including literacy and math.
11. Monitor results of testing program, determine curriculum changes based upon the results of the tests and help principal to identify strengths and weaknesses with regard to a specific class.

District Instructional and Program Implementation for Grades PK-4

12. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
13. Use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness across the district.
14. Integrate instructional programs among the elementary schools and articulate curricula between elementary grade levels and between elementary schools.
15. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs.
16. Work to achieve district goals and objectives and campus performance objectives.
17. Obtain evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
18. Develop district goals and objectives using collaborative processes and problem-solving techniques when appropriate.
19. Monitor results of the Observation Survey, Aimsweb, Terra Nova and math assessments. Review the results with the curriculum director to identify strengths and weaknesses with regard to district curriculum.
20. Develop and maintain curriculum documents reflecting TEKS alignment and instructional timelines through the elementary grades.
21. Develop integrated and balanced curriculum and professional development.
22. Conduct walkthrus in classrooms, with the focus on literacy subjects, and provide feedback in meetings with the curriculum director.



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23. Problem-solve with the team of literacy coordinators in scheduled meetings.

Communication

24. Establish and maintain open communication by conducting conferences with parents, students, principals and teachers.
25. Maintain a professional relationship with colleagues, students, parents and community members.
26. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

27. Prepare, present and participate in staff development activities.
28. Keep informed of and comply with state, district, and school regulations and policies.
29. Compile, maintain, and file all physical and computerized report, records and other documents required.

Supervisory Responsibilities:

Coach and coordinate the performance of teachers and staff in PK-4.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Some districtwide and occasional statewide travel;
some irregular hours



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

