

**JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION**

LITERACY LEADER / LITERACY COACH

Qualifications

1. Minimum of five years classroom teaching experience, Grades K-5.
2. Ability to work eleven month contract.
3. Possess credentials in reading and / or willingness for professional growth in reading education.

Essential Duties and Responsibilities

1. Work at the building level in one or more school sites under the supervision of the Reading Specialist and building principal(s).
2. Provide support to classroom teachers through professional development such as modeling lessons, co-teaching, and team teaching.
3. Assist teachers in selection of appropriate materials and resources.
4. Develop classroom intervention strategies to assist teachers in individualizing instruction for struggling readers.
5. Facilitate professional growth of classroom teachers through activities such as observation, conferencing and constructive feedback.
6. Serve as a resource person and sounding board for classroom teachers.
7. Assist new teachers with organization and management of their literacy programs.
8. Conference with teachers and / or parents to discuss concerns and experiences.
9. Develop a relationship of professional rapport with teachers.
10. Conduct workshops or facilitate professional learning communities with teachers, parents, and the community to reinforce the balanced literacy program used in Jefferson County Schools.
11. Assist in the monitoring and testing of students.
12. Attend S-Team, M-Team and RTI meetings as necessary.
13. Other duties as assigned by the Reading Specialist or Building Principal.