K-12 Literacy Coordinator

TITLE: K-12 Literacy Coordinator

QUALIFICATIONS:

Education/Certification:

I. Masters Degree in Education, Curriculum, or literacy-related area preferred.
II. Certification as literacy specialist and/or curriculum coordinator preferred.
III. Hold a valid state of Maine Criminal History Record Check (CHRC) approval.

Experience:

I. Experience in elementary (K-6) or secondary (7-12) literacy instruction (3+ years); experience at both levels preferred.
II. Effective listening skills.
III. Ability to pose thoughtful strategic questions.
IV. Strong leadership qualities and facilitation skills.
V. Experience in working with teachers to improve practice.
VI. Experience in data analysis.
VII. Demonstrable knowledge of research-based best practices in content-area literacy skills and strategies and in K-12 literacy instruction.
VIII. Experience/preparation in modeling lessons, observing teachers, and providing non-judgemental feedback.
IX. Strong organizational skills.
X. Other qualifications as determined by the Superintendent of Schools.

REPORTS TO: Superintendent of Schools

SUPERVISES: Education Technicians and/or Volunteer(s) as assigned.

JOB GOALS:

To provide continuous job-embedded professional development supporting teachers in all content areas in their instruction in reading, writing, listening, viewing and speaking, to coordinate district-wide curriculum work in English/language arts, and to support the implementation of the Common Core standards.

PROFESSIONAL RESPONSIBILITIES:

Within the domain of literacy, the Literacy Coordinator will:

- Design and deliver on-going job-embedded professional development to address the identified needs of teachers and/or the schools.
- Collaborate with teachers in planning, delivering, and assessing daily classroom instruction.
- Model lesions that address individual classroom needs utilizing best teaching practices in differentiation and instruction using literacy skills and strategies.
- Conduct pre- and post- conferences with teachers to stimulate their understanding of students' thinking and work.
- Maintain the confidentiality of students, teachers, and the classrooms.
- Maintain a repertoire of best teaching practices in content-area literacy and literacy instruction.
- Work with faculty to align instruction with district initiatives.
- Coordinate and/or facilitate curriculum and program pilots at the building level.
- Collaborate with curriculum committees on curriculum alignment, instruction, and assessment practices.
- Assist in implementation of standards, indicators of success, and benchmarks established by curriculum committees.

TERMS OF EMPLOYMENT:

Twelve months per year with salary, benefits, and work year to be established by the School Board pursuant to appropriate policies and agreements and in accordance with recommendations established by the Business Manager and Superintendent of Schools.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: October 9, 2012

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