

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: Literacy Coach

Reports To: Director of Educational Programs & Student Support Services
Contract Terms: BTEA; 10 Month Contract

Qualifications:

- NJ certification in Elementary Education
- BA/BS in Elementary Education or related field
- Reading Specialist Certification preferred
- Experience in the field of literacy development
- Firm understanding of and experience with the workshop model

Job Goal: The Literacy Coach will be responsible for assisting in the planning, coordination and implementation of a comprehensive school-wide literacy program that facilitates learning.

Performance Responsibilities:

- Research and provide content knowledge and resources to staff about learning and teaching literacy, including strategies for differentiation and intervention
- Research and prepare materials for use by the teaching staff that support balanced literacy and a workshop model in an elementary classroom
- Research and provide information and guidance regarding a range of various activities such as individual discussions (formal and informal), coaching sessions, demonstration lessons with pre and post discussion/analysis and professional learning communities
- Partner with classroom teachers for coaching sessions that include professional growth goal setting and self-evaluation. This includes observing teachers and providing non-evaluative feedback on instruction
- Design and present professional development that specifically meets the needs of students as identified through teacher input and assessment data
- Aid in the development, securing and implementation of various assessment tools and techniques that will aid in the accurate diagnosis of reading and writing progress
- Serve as a member of various district committees pertaining to literacy development and instruction
- Develop and present workshops/training for parents of ways to support literacy within the home environment

- Submit a monthly report to the building principal and supervisor of Language Arts outlining the activities completed during the previous month and the goals for the following month
- Collaborate with other district literacy coaches to ensure implementation of a cohesive and consistent program
- Attend before and after school meetings as necessary
- Be available to attend/facilitate meetings and workshops over the summer (with compensation at contracted rate)
- All other matters related to literacy as designated by the building principal or supervisor

Evaluation

- In accordance with state regulations, Board of Education policy, and agreement between Board of Education and the Branchburg Township Education Association

Board of Education Approved: May 22, 2014

Board of Education Approved Revision: May 17, 2023