

Wachusett Regional School District

ADMINISTRATIVE STAFF

JOB DESCRIPTION

TITLE:

Literacy Coach

QUALIFICATIONS:

The Literacy Coach shall possess a Bachelor's degree from an accredited college or university, although a Master's degree is preferred. The Literacy Coach shall hold a valid Massachusetts teaching certificate with endorsement(s) in elementary education and/or reading. The Literacy Coach shall have at least three years of prior experience.

REPORTS TO:

Building Principal

PERFORMANCE EVALUATION:

The Literacy Coach shall be evaluated annually consistent with the evaluation procedure included in the Collective Bargaining Agreement between the Wachusett Administrators Association and the District.

REPRESENTATION STATUS:

Wachusett Administrators Association

JOB RESPONSIBILITIES:

The Literacy Coach shall work one hundred ninety (190) days and shall provide support to the Elementary School Principal within the area of literacy; the Literacy Coach shall:

1. Collaborate in the crafting of District-wide plans for literacy development;
2. Provide building-based and District-wide professional development through coaching, classroom modeling, observation, discussion, and presentation;

3. Collaborate with teachers to gather and analyze assessment data;
4. Model ways in which to use data to inform instruction for individual students;
5. Develop, model, observe, and monitor interventions in general and special education classrooms;
6. Monitor progress of struggling students in response to instructional approaches and interventions; and
7. Perform any other related task or duty at the direction of the Superintendent or designee, Curriculum Supervisor, or Principal.

Developed on: 05/02/07

Approved by:

Thomas G, Pandiscio
Superintendent of Schools

Date: -05/02/07