

# ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

GRANT FUNDED: TITLE I LITERACY AND TECHNOLOGY COACH

**POSITION:** Grant Funded: Title I Literacy and Technology Coach

**REPORTS TO:** Executive Director of Elementary Schools and Title I

**LOCATION:** Title I Schools: Greenview Knolls Elementary, Green Holly Elementary, G.W. Carver Elementary, Park Hall Elementary and Lexington Park Elementary Schools

**NATURE OF WORK:** This is a professional position to meet the instructional goals of the school system by delivering instructional programs effectively to ensure student achievement with a primary focus on literacy and technology. The Literacy and Technology Coach also works with other staff within Title I schools to mentor, model, guide, and enhance the delivery of instruction to students, work with individual students or small groups of students to provide focused instruction, and/or to work with parents/guardians to promote literacy and technology in the home.

## ESSENTIAL FUNCTIONS:

- Direct and evaluate student learning experiences;
- Provide guidance to students to promote education development and welfare;
- Provide care and protection of school property;
- Supervise student activity on school property;
- Plan and coordinate the instructional program in accordance with the current curricula;
- Work in conjunction with other instructional staff to improve delivery of instruction;
- Deliver focused instruction to individual students or small groups of students;
- Support parents/guardians in promoting literacy and technology in the home, and;
- Participate in system-wide professional development to share at the school-level.

## DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the literacy instructional support of the school's reading and written language programs;
- Facilitates collaborative team discussions related to literacy and instructional decision-making sessions;
- Ability to work collaboratively and comprehensively with Title I professional literacy consultants to embed practices that support instruction;
- Works collaboratively with all staff and support service providers within the assigned school to facilitate literacy instruction;
- Works to ensure that professional development is embedded in the schedule in a meaningful manner and is occurring regularly;
- Provides leadership in literacy programmatic implementation and prepares required reports accurately;
- Models instructional practices in classrooms and provides coaching for other staff members, focusing on target areas identified to include Schoology and other online platforms;
- Provides training, mentoring, coaching, and support for teachers and staff;
- Provides direct literacy instruction for students as needed including with the use of Schoology and other online platforms;

- Assists classroom teachers with the administration, interpretation, and analysis of formal and informal assessments;
- Conducts professional development and formal presentations on literacy, for parents, teachers, and other colleagues;
- Serves on the School Improvement Team (SIT); and School based leadership team, Title I leadership team;
- Works collaboratively with Title I partners to foster coordination of programs including Head Start, Judy Center, etc.; and
- Other school-based and system-level Title I responsibilities as assigned.

**QUALIFICATIONS:**

- Possess advanced professional certificate or is eligible to receive APC in 2016-2017 school year;
- Holds valid certificate in early childhood or elementary education and certification as a reading specialist **OR** a master's degree in curriculum and instruction, or related content area;
- Minimum of five years of successful instructional experience
- Substantial successful teaching experience in Title I Schools required;
- Minimum of five years of successful experience in a leadership role preferably at a Title I school;
- Knowledge of curriculum and staff development; proven experience leading initiatives at the school or district level;
- Ability to relate well to students, colleagues, parents, and community members;
- Ability to develop and implement school wide programs and operationalize initiatives for skillful implementation;
- Successful experience with grant management and related compliance tasks;
- Ability to meaningful analyze, interpret, and communicate assessment results to drive improved instructional practice;
- Demonstrated ability to integrate technology in instruction; and
- Letter of recommendation by principal/immediate supervisor.

**TERM OF EMPLOYMENT:**

Full-time ten-month position. Additional work after hours and during the summer compensated by stipend.

**SALARY GRADE RANGE:**

The salary for this position will be based on the appropriate position on the teacher's salary schedule (#1).

**BARGAINING UNIT ELIGIBILITY:** EASMC