

ROLLING RIVER SCHOOL DIVISION REGULATION

Literacy Coach Job Description	GDAB/R
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Position Title: Literacy Coach

Reports to: Superintendent

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Job Purpose and Objectives

To contribute to the overall goals of the Rolling River School Division

A literacy coach focuses on providing professional development for teachers by providing them with the additional support needed to implement various programs and practices. They provide essential leadership for the literacy program helping create a long-term staff development program that supports both the development and implementation of literacy programs.

Education

Required:

- Valid Manitoba Teaching Certificate
- 5 years successful teaching experience in Elementary and/or High School
- Must have in-depth knowledge of reading processes, acquisition, assessment, and instruction

Key Responsibilities

- Model effective instructional strategies for teachers
- Incorporate effective, current, researched literacy practices;
- Assist in implementation of embedding literacy strategies within curriculum;
- Support teacher planning of inclusive lessons that extend learning for all students'
- Work in collaboration with school teams and clinicians to enhance, plan and support literacy practices;
- Assist teachers in using data and data analysis to inform and guide instruction (Assessment for Learning; Assessment as Learning, Assessment of Learning);
- Design, plan, conduct relevant training sessions for small and large groups
- Provide content knowledge and resources about teaching literacy skills
- Participate in ongoing professional learning
- Complete a month end activity report (see Appendix A) for trimester and year-end reports.
- Facilitate a lesson study cycle to support adult professional development: A learning problem is identified and the team works together for a solution.
 - Examine data, selecting a focus
 - Planning the study lesson
 - Rehearse the research lesson

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Literacy Coach Job Description - Continued

GDAB/R

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- Public teaching of the lesson
- Focused observation of the lesson based in the group's goals
- Evidence-based debriefing
- Revision based on the group's reflection
- Teaching of a revised lesson
- Evidence-based debriefing

Index Policy

Date Adopted: September 7, 2016