

LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Literacy Coach
JOB GOAL: Insure that appropriate general education reading instruction and interventions are implemented for students.
REPORTS TO: Building Principal
QUALIFICATIONS: Type 10 Illinois Teaching Certification with a SREA Reading Specialist endorsement.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Promote Best Practices in teaching reading and implementing district curriculum.
2. Model and co-teach in classrooms to demonstrate appropriate instructional practices.
3. Facilitate the analysis of data to identify students in need of reading interventions.
4. Assist grade level teams to identify the appropriate interventions based on student data.
5. Train teachers and support services personnel to administer the interventions.
6. Monitor the delivery of the interventions to insure fidelity of implementation.
7. Assist teachers to monitor the progress of students receiving interventions.
8. Analyze data to determine if interventions are increasing student performance in the target area.
9. Assemble a list of available research-based interventions, become knowledgeable about these interventions, and share that knowledge with reading teachers.
10. Meet regularly to analyze the data to assess the progress of identified students.
11. Coordinate administration of the AIMSweb assessments.
12. Enter AIMSweb data into the District data portal.
13. Complete required for Title I Performance Reports.
14. Participate in all training necessary for fulfilling above-mentioned responsibilities.
15. Fulfill other responsibilities as designated by principal and other administrators.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated (annually, twice annually, or at least every two years in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Collective Bargaining Agreement.