

Fargo Public School District

Literacy Coach Job Description and Responsibilities

REPORTS TO:

Director of Elementary Education, Secondary Education, and/or C.T.E.

WORK ASSIGNMENTS:

Literacy coaches will be assigned to schools at the discretion of the Assistant Superintendent for Instruction in consultation with the Assistant Superintendent for Human Resources, the Director of Elementary Education, Secondary Education, and/or C.T.E. and the building principals.

ROLE AND RESPONSIBILITIES (2007 – 2008):

- Research and provide content knowledge and resources to staff about learning and teaching literacy – including:
 - teaching strategies (e.g. Reading in the Content Area);
- Research and prepare materials for the use by the district, departments, schools, and teachers – including:
 - teaching strategies (e.g. Reading in the Content Area);
- Research and provide information and guidance regarding a range of effective and innovative literacy practices through various activities such as:
 - individual discussions (informal and formal);
 - coaching sessions;
 - demonstration lessons with pre- and post-discussion/analysis;
 - study groups;
 - staff meetings; and
 - professional development programs
- Maintain paperwork consistently, appropriately and in a timely manner.
- Maintain the confidentiality of schools, teachers, and classrooms.
- Coordinate/facilitate instructional material pilots and implementations (including software).
- Obtain prior approval from the Assistant Superintendent for Instruction *before* distributing written communication and other media.
- Meet monthly with the other district Literacy Coaches and the Director of Elementary Education, Secondary Education, and/or C.T.E.

ROLE AND RESPONSIBILITIES (2008 –):

- Research and provide content knowledge and resources to staff about learning and teaching literacy – including:
 - teaching strategies (e.g. Reading in the Content Area);
 - assessment techniques (reading and writing skills);
 - interpretation of assessment results; etc.
- Research and prepare materials for the use by the district, departments, schools, and teachers – including:
 - teaching strategies (e.g. Reading in the Content Area);

- assessment techniques (reading and writing skills);
- interpretation of assessment results; etc.
- Research and provide information and guidance regarding a range of effective and innovative literacy practices through various activities such as:
 - individual discussions (informal and formal);
 - coaching sessions;
 - demonstration lessons with pre- and post-discussion/analysis;
 - study groups;
 - staff meetings; and
 - professional development programs
- Maintain paperwork consistently, appropriately and in a timely manner.
- Maintain the confidentiality of schools, teachers, and classrooms.
- Coordinate/facilitate instructional material pilots and implementations (including software).
- Obtain prior approval from the Assistant Superintendent for Instruction *before* distributing written communication and other media.
- Meet monthly with the other district Literacy Coaches and the Director of Elementary Education, Secondary Education, and/or C.T.E.

EVALUATION:

The work of a Literacy Coach will be evaluated by the Director of Elementary Education, Secondary Education, and/or C.T.E.