

Family Engagement/Literacy Strategies Coach (.5)

QUALIFICATIONS:

1. Bachelor's degree in education with 5 years elementary classroom teaching experience.
2. A valid North Dakota teaching license
3. Preference: Experience providing professional development or instructional coaching to adult learners.
4. Preference: Experience and confidence in the areas of literacy.

SALARY CLASSIFICATION: Teacher Salary Schedule

JOB GOAL: Provide teachers literacy coaching and support with the ultimate goal of improving teacher instruction, parent involvement, and student learning.

JOB RESPONSIBILITIES AND ROLES:

- Builds strong relationships with teachers, reading specialists, instructional coach, administrators, and families.
- Facilitates meetings, workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a building representative/liaison.
- Assists in planning and promoting school-wide events (in conjunction with school staff) that involve parent and community participation for the purpose of ensuring high quality services are delivered to children and families in compliance with established guidelines.
- Advises parent/family groups for the purpose of ensuring necessary support and learning for parents and families.
- Coordinates, orients, and oversees volunteers, practicum students and community partners for participation in a variety of programs (e.g. family programming and events).
- Supports the instructional development of all teachers in understanding and implementing the literacy curriculum and varied assessments, and analyzing data (e.g. lesson planning, pacing, differentiation, etc.).
- Models/co-teaches literacy lessons in classrooms on a daily/weekly basis.
- Assists teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources.
- Researches a variety of topics (e.g. grants, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.