



Jennifer E. Gill, Superintendent

NOTICE OF VACANCY

April 26, 2016

TITLE: Literacy Coach

LOCATION: Matheny-Withrow Elementary

CONTRACT PERIOD: 180 Days

REPORT TO: Building Principal

REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's Degree in Education
2. Valid Illinois Professional Educator's License
3. The completion of, or working toward, a reading master's degree and the completion of the reading specialist test
4. Minimum 5 years of successful classroom teaching experience at the grade levels relating to the coaching position
5. Effective leadership, communication and presentation skills with prior experiences working collaboratively with adults
6. In depth knowledge of current scientifically-based reading research (SBRR) and scientifically-based reading instruction (SBRI), student-centered learning, data analysis, reading and writing workshop
7. Ability to plan, implement and evaluate standards-based instructional programs
8. Ability to work a flexible schedule
9. Strong organizational skills
10. Discreet judgment and can hold confidential matters
11. Knowledge of computer skills (e.g. Microsoft Word, Excel, PowerPoint and Pages)

JOB GOAL: To support school-wide implementation of best literacy practices through job-embedded professional development

RESPONSIBILITIES:

1. Teach intervention groups (20 percent)
 - Demonstrate exemplary literacy practice and possess a deep understanding of literacy theory
2. Help improve instruction by engaging teachers in intensive professional development and promote a school-based professional community (65 percent):
 - Provide workshops on the literacy components
 - Devote the majority of time to utilizing the coaching model (demonstration, observation with feedback to teacher, goal-setting, mentoring) within the classroom
 - Communicate and support implementation of district literacy core curriculum, reading and writing workshop, and gradual release of responsibility
 - Communicate and implement the Springfield Framework for Achieving Outstanding Results and the district promising practices to all stakeholders to ensure all students achieve at high levels
 - Develop a professional learning community by facilitating discussion groups and planning/providing a variety of learning opportunities (e.g., data days, grade-level collaboration, half-day in-services, book studies, etc.) focused on literacy learning and data-driven instruction
 - Attend required literacy professional development training
3. Manage and evaluate the school's literacy program to ensure the highest level of quality (10 percent):
 - Support the collection, analysis, and reporting of data
 - Implement a school-wide assessment system for monitoring student achievement
 - Evaluate student achievement and assist with placing students in appropriate intervention and support services
 - Evaluate effectiveness of the overall literacy program
 - Identify needs and make recommendations for appropriate reading and writing materials for intervention groups
 - Research and disseminate professional literature and practices based on SBRR and SBRI
 - Document time allocation
4. Provide leadership for literacy across the school community (5 percent):
 - Meet weekly with the principal to report on progress and plan next steps
 - Network with other literacy coaches in developing, implementing, and researching literacy best practices.
 - Actively participate in key school-wide decision-making by regularly collaborating with the principal, instructional leadership team, and the on-site reading staff to support school improvement efforts and to meet the diverse needs of students and teachers
5. Promote a positive and collaborative culture within the school
6. Other duties as assigned
7. Work a 30 minute extended school day as mandated by the School Improvement Grant

8. Attend 30 minutes additional Professional Development each week

FILING DATE DEADLINE: May 4, 2016 – 4:00 p.m.

EFFECTIVE DATE: First contractual day of the 2016-2017 year

SALARY: In accordance with current SEA negotiated agreement

BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Teachers' Retirement System

Please refer all communication to: Gina McLaughlin-Schurman
Director of Human Resources
1900 W Monroe
Springfield, IL 62704
217-525-3006

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