

WINOOSKI SCHOOL DISTRICT
Job Description: LITERACY INSTRUCTIONAL COACH

Date Approved/Updated: April 27, 2021

Location: District wide

Job Group: Educator

Reports To: Director of Curriculum and Learning and/or Principal(s)

Summary of Position Responsibilities: To help close the student achievement gap in literacy and accelerate all literacy learning for all students by building teacher capacity through implementation of effective literacy instructional practices.

Essential Duties and Responsibilities:

1. Establishing and sustaining a culture of learning and achievement by defining high expectations for teachers and students.
2. Defining the role of instructional coaches for teachers.
3. Make sure all teachers are authentically engaged in coaching.
4. Work with educators to implement research-based practices and encourage reflective practice.
5. Promote implementation of prioritized standards through written curricula.
6. Provide ongoing, embedded, non-evaluative, professional learning.
7. Facilitate conversations using learning data to drive instructional decisions.
8. Engage teachers in reflective thinking while looking at their own instructional practices critically and analytically.
9. Engage in continuous learning in order to keep current.
10. Other duties as assigned by Director of Curriculum and Learning and/or Principal(s)

Supervisory Responsibilities include: Training, planning, assigning, and directing work.

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's and Master's Degree in Education or related area. Teaching experience.

Certificates, Licenses, Registrations: Holds Vermont teaching license in Reading/ELA Specialist.

Language Skills: Ability to read, analyze, and interpret information from professional journals, state forms, legal documents, testing and assessment data. Ability to respond concisely and accurately to inquiries, questions and complaints from students, parents, colleagues, advocates, and community members. Ability to effectively present information related to job responsibilities to administrators, public groups, community members and School Board.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply math concepts such as fractions, percentage, ratios and proportions and to use basic formulas.

Reasoning Ability: Ability to predict, define, analyze, solve and facilitate solutions to practical and applied problems in various environments that relate to areas of responsibility.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Other Skills and Abilities: Other qualifications as determined appropriate by the Board of School Trustees and the Vermont Agency of Education.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- F Standing F Walking F Sitting F Lifting F Carrying F Pushing
 F Pulling F Climbing F Balancing F Stooping F Kneeling O Crawling
 F Crouching F Reaching F Handling F Fingering F Feeling C Talking
 C Hearing C Far Vision C Near Vision C Color Vision F Depth Perception C Repetitive Motion
 C Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

| <i>Sedentary Work</i> | <i>Light Work</i> XX | <i>Medium Work</i> | <i>Heavy Work</i> | <i>Very Heavy Work</i> |
|--|---|--|--|--|
| Lifts up to 30 lbs Walks/stands occasionally | Frequently lifts up to 10 lbs. Frequently walks/stands. | Frequently lift/carry up to 25 lbs. | Frequently lift/carry up to 50 lbs. | Frequently lift/carry up to 50 lbs or more. |

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- O Exposure to weather O Extreme heat O Extreme cold F Noise O Dust, vapors, fumes
 C Time constraints C Public contact C Deadlines F Travel C Inside work

Terms of Employment: Per Collective Bargaining Agreement, State and Federal Statutes and Board Policies.

Compensation: As per Collective Bargaining Agreement.

Evaluation: Performance of this job will be evaluated in accordance with Procedure WSD201.

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