

WINOOSKI SCHOOL DISTRICT
Job Description: District Literacy Coordinator

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Date Approved/Updated: April 30, 2021

Location: Winooski School District

Job Group: Educator

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

Summary of Position Responsibilities:

The Literacy Coordinator will be responsible for working with the Director of Curriculum, principals, coaches and teachers to oversee and support the implementation of the WSD literacy action plan.

Essential Duties and Responsibilities:

- Support all students graduating college and career ready.
- Work closely with the Curriculum Director, Principals, Coaches and teachers to review, analyze, and present student literacy assessment data
- Assist in identifying school-based literacy goals
- Improve our Multi-Tiered System of Support (MTSS) for students.
- Design professional development opportunities in the use of a standards of practice framework for literacy instruction, progress monitoring and horizontal and vertical curriculum alignment.
- Actively strive for cultural competence and equity in curriculum, instruction and assessment
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- Effectively present information and respond to questions from supervisor, staff and public.
- Model use of a standards of practice framework during literacy instruction
- Model high-quality first instruction in classrooms, based on annual literacy goals
- Facilitate instructional practice, data management, and scheduling to meet MTSS and school improvement goals.
- Co-Facilitate the PreK-12 Communications/Literacy Curriculum Team (Reading, Writing, Listening, Speaking, Informational Technology)
- Perform assigned responsibilities within designated time limits
- Write routine reports and correspondence.
- Maintain positive professional interactions with students and other education personnel
- Maintain confidentiality regarding student records, as well as student's personal and family matters
- Follow school district's policies and procedures
- Perform such other tasks and assume other responsibilities as the supervisor may assign.

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 preferably a 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

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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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.

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:

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

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

Sedentary Work	Light Work XX	Medium Work	Heavy Work	Very Heavy Work
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:

- | | | | | |
|--|---|---|-----------------------------------|--|
| <input type="checkbox"/> O Exposure to weather | <input type="checkbox"/> O Extreme heat | <input type="checkbox"/> O Extreme cold | <input type="checkbox"/> F Noise | <input type="checkbox"/> O Dust, vapors, fumes |
| <input type="checkbox"/> C Time constraints | <input type="checkbox"/> C Public contact | <input type="checkbox"/> C Deadlines | <input type="checkbox"/> F Travel | <input type="checkbox"/> 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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