

**CRAWFORD CENTRAL SCHOOL DISTRICT  
11280 MERCER PIKE  
MEADVILLE, PA 16335**

**K – 12 LITERACY INSTRUCTIONAL COACH**

**QUALIFICATIONS:**

1. Holds a valid Pennsylvania Teaching Certificate.
2. Possesses a reading specialist certification and/or, Master's degree, a minimum three (3) years of teaching experience, and an Instructional II certificate preferred.
3. Must have an understanding and knowledge of computer technology.
4. Demonstrates the ability to learn, acquire and apply new skills and knowledge in literacy.
5. Demonstrates the ability to communicate, instruct and work with students, staff and parents.

**REPORTS TO:** Principals, Directors of Curriculum and Federal Programs

**JOB GOAL:** To work collaboratively with Directors of Curriculum and Federal Programs, building principals, and teachers to determine and implement a research-based integrated literacy program.

To help students experience success in all instructional programs and attain or exceed grade level proficiency in reading, writing, speaking and listening.

**PERFORMANCE RESPONSIBILITIES:**

1. Support a strategic approach to the implementation of a balanced and comprehensive literacy program.
2. Assist in the development of standards-based curriculum and assessments.

3. Assist in classrooms via demonstration lessons, model lessons and coaching to demonstrate integrated curriculum, effective tools, instructional strategies and assessment techniques to promote and enhance literacy development.
4. Design purposeful professional development opportunities for district staff that include research-based instructional strategies and successful/promising models.
5. Prepare for and facilitate department level meetings and professional conversations that will encourage the use of SAS, Academic Standards and other evidence-based student work in order to inform and support effective practices and set high expectations for student learning.
6. Conduct study groups for faculty, staff and administrators.
7. Observe, coach and document evidence of student's learning and use of strategies.
8. Maximize opportunities for continuous improvement and learning for teachers via a range of professional development opportunities.
9. Advise, coach and support teachers with implementing instructional strategies which will help students achieve the standards.
10. Support teachers and administrators in analyzing literacy skills and assessment data to make informed instructional decisions and set specific targets for learning for individual students, subgroups and school-wide.
11. Participate in the selection of relevant textbooks and appropriate instructional materials.
12. Assist with student's preparation for testing and coordinate assessment schedules, data collection and analysis.
13. Monitor the progress of students using curriculum embedded assessments and other ongoing measures of instructional effectiveness.
14. Assist in the development of classroom management systems and learning conditions to promote differentiated instruction.
15. Participate in scoring district assessments and report student performance to classroom teachers.
16. Support building capacity of teachers and direct services to students.
17. Accompany teachers on visitations to other schools.

18. Promote school-wide literacy activities.
19. Assist school in effectively working with the school community, parents, and agencies.
20. Performs other reasonable duties as are assigned by the principal for the well being of the student.

**TERMS OF EMPLOYMENT:** Salary and benefits to be determined in accordance with the negotiated agreement between the Crawford Central Educational Association and the Crawford Central Board of School Directors

**EVALUATION:** Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional personnel by the Building Principal

**APPROVED: April 25, 2016**