

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-RLITERACY**

**1:0 ELEMENTARY/MIDDLE SCHOOL LITERACY COORDINATOR**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The LITERACY Coordinator reports to the building principal(s) of Title 1 Schools.

**3:0 FUNCTIONS AND DUTIES-THE LITERACY COORDINATOR SERVES AS A MEMBER OF A TEAM THAT FACILITATES AND DRIVES THE DISTRICT'S TEACHING AND LEARNING SYLITERACY FOR ALL STUDENTS THAT INCLUDES THE DISTRICT'S CORE CURRICULUM, COMMON ASSESSMENTS, UNIVERSAL INSTRUCTIONAL PRACTICES, DATA TEAMS AND PROFESSIONAL DEVELOPMENT. THE FOCUS IS TO INFUSE LITERACY SKILLS IN ALL CONTENT AREAS.**

3:1 CURRICULUM, ASSESSMENT AND PROFESSIONAL DEVELOPMENT

3:1.1 The LITERACY Coordinator works with the Assistants to the Superintendent for Curriculum K-6 and 7-12 to develop guides at grade/content level that integrate literacy skills with Math, Science, and Social Studies.

3:1.2 Ensures that teachers utilize curriculum documents (curriculum guide) that contain the core curriculum benchmarks, resources, timelines, articulation maps, and common assessments that are in alignment with the Common Core.

3:1.3 Contributes to the development of appropriate professional development activities and programs in accordance with instructional program content; student, teacher, and administrative needs indicated by programs curriculum, assessments, and district goals.

3:1.4 Guides the regularly scheduled meetings of assigned staff by grade, function, and/or discipline(s), and meets with others as required, or as needed with members of the Teaching and Learning Team in the areas of LITERACY.

3:1.5 Verifies vertical alignment of Curriculum Guides K-12 and identifies gaps/redundancies, if any.

3:2 INSTRUCTION

3:2.1 The LITERACY Coordinator will support the school and teachers in the implementation of our common language of pedagogy for all educators in the district.

3:2.2 The LITERACY Coordinator will model and observe classroom instruction and provides reflective feedback based on the districts Model of Instruction.

3:2.3 The LITERACY Coordinator will facilitate professional development opportunities based on our common language of pedagogy for all educators in the district.

3:3 DATA

3:3.1 The LITERACY Coordinator will compile, organize and clearly articulate classroom, grade level and school data, and facilitate teacher data team dialogue and support data driven instructional adjustments.

3:3.2 The LITERACY Coordinator will serve on the school data team, analyzing and interpreting school wide data. Share school data, patterns, and trends at district level.

3:4 INTERVENTION

3:4.1 The LITERACY Coordinator will provide support to instructional staff to adjust their instructional strategies to meet the needs of each student by using formative assessment during instructional time, strategically differentiating, purposefully organizing group learning activities, and providing additional support and alternative strategies within the regular classroom.

3:4.2 The LITERACY Coordinator will support the school's system of tiered instruction and will support instructional staff with embedding formative assessments in daily classroom practice and use results to target and modify instruction.

4:0 **THE LITERACY COORDINATOR FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.**

4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY

4:1.1 The LITERACY Coordinator understands him/her self as an integral member of the Teaching and Learning Team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.

4:1.2 The LITERACY Coordinator communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

4:1.3 The LITERACY Coordinator expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

4:1.4 The LITERACY Coordinator builds caring and considerate relationships that demonstrate regard and respect for all people.

4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN

4:2.1 The LITERACY Coordinator recognizes that student learning must be the focus of all school programs and activities.

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4:2.2 The LITERACY Coordinator believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school to nurture, develop, and encourage each and every student.

4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL

4:4.1 The LITERACY Coordinator adheres to professional codes of ethics: maintains trust and confidentiality; models legally and orally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

**5:0 QUALIFICATIONS**

5:1 Shall have demonstrated leadership, organizational and communication skills, and ability to work effectively with others. Minimally certified in (K-6) and/or (5-8) with Advanced Certification/Education in Administration and/or Educational Leadership preferred.

**6:0 CONDITIONS AND TERMS OF EMPLOYMENT**

6:1 The LITERACY Coordinator is evaluated by the building principals. This position is appointed in accordance with the Unit B Agreement between the Fairhaven Educators' Association and the Fairhaven School Committee.

Enacted: May 9, 2012

Revised: August 22, 2012