

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
**Literacy Coach/Elementary (Teacher Coach)**

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**Date of Adoption:** June 11, 2020

**JOB TITLE:** Literacy Coach/Elementary (Teacher Coach)

**REPORTS TO:** Assistant Superintendent of Curriculum & Instruction

**NATURE AND SCOPE OF JOB:** Provide direct assistance to elementary classroom teachers in the development, implementation, and coordination of the district's K-5 Language Arts curriculum in the Title I schools. The Literacy Coach shall be part of the district's teaching and learning community and will facilitate improvement in teaching and learning in grades K-5.

**QUALIFICATIONS:**

1. Valid New Jersey Standard Elementary Teacher Certification
2. Master's Degree, preferred
3. Five years of successful teaching experience.
4. Strong communication skills (speaking, listening, and writing) and ability to work collaboratively with colleagues and administration.
5. Ability to demonstrate, model, and coach effective research-based elementary instructional strategies with an emphasis on literacy.
6. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
7. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
9. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**EMPLOYMENT TERMS:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

1. Provide theory, practice, feedback, and in-class modeling to classroom and support teachers.
2. Collaborate with classroom and support teachers to achieve specific professional development goals.
3. Assist teachers in planning and instruction.

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4. Conduct demonstration lessons for teachers.
5. Co-teach lessons with teachers.
6. Lead teacher study groups to facilitate reflection and change.
7. Observe classroom practice and provide constructive feedback in a nonsupervisory manner.
8. Provide ongoing professional development.
9. Assess program implementation and share such information with the Assistant Superintendent.
10. Serve as a resource for classroom teachers by suggesting strategies, materials, or use of technology to enhance instruction and ongoing assessment.
11. Attend grade-level (or other) team planning meetings and faculty meetings.
12. Serve as a liaison between schools to help maintain instructional consistency.
13. Assist with the planning for the district's mentoring and new teacher induction programs.
14. Meet with the Assistant Superintendent as well as principals and supervisors to provide ongoing updates on the status of the field implementation of the district's language arts programs and to ensure that the district's elementary language arts programs are being implemented consistently throughout the elementary grades.
15. Submit a log of specific daily activities once a month to the Assistant Superintendent.
16. Perform all other duties as assigned by the Superintendent of Schools and/or designee.

**SCHEDULE:**

The Literacy Coach shall have the same work year and total work hours as a classroom teacher. Actual work day shall remain flexible and shall be established as much in advance as possible, after consultation with the Assistant Superintendent, in order to maximize opportunities for the Literacy Coach to provide workshops during his/her work hours. It is anticipated that the Literacy Coach will organize a work schedule that maximizes time in classrooms across the Title I schools for K-5 support. The schedule is flexible and can be adjusted once the individual circumstances of each school are assessed and different teacher needs are identified.

**EVALUATION:**

The Assistant Superintendent and/or designee shall evaluate the Literacy Coach in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.