

Title: Early Literacy Coach/Consultant
Reports to: Director of Instructional Services

FLSA: Exempt
Updated: February 2024

Position Summary

The Early Literacy Coach/Consultant will provide regional leadership in all areas of K-3 literacy, interventions, consultation, and program planning. This position begins at the start of the 24-25 school year.

Minimum Qualifications

(Essential functions in terms of the Americans with Disabilities Act)

- Ability to work well with people, and maintain productive and positive interpersonal skills
- Demonstrated success with teaching students at-risk in the area of reading
- Michigan endorsement with approval or certification in Reading
- Knowledge of current K-3 state literacy standards
- Instructional skills and knowledge base in early literacy components, including the Essential Instructional Practices in Early Literacy
- Familiarity and success with utilizing formative, screening, and diagnostic tools with students to determine appropriate reading instruction
- Ability to utilize data from diagnostic tools to determine additional extra supports needed in order to read at grade level by the end of 3rd Grade

Desired Qualifications

- Reading Specialist certification or the equivalent amount of training focused on research-based practices
- The administration and the use of data from the universal screeners and benchmarking/progress monitoring assessments
- Ability to use observational data and formative assessment processes to guide professional learning and coaching
- The use of technology as an instructional and organizational tool

Duties and Responsibilities

- Work with the Multi-Tiered Systems of Support team
- Develop and model high quality literacy lessons and units for K-3 teachers
- Coach one-on-one in high needs K-3 classrooms, building and maintaining confidential relationship
- Work with school districts in assessing needs and integrating Multi-Tiered Systems of Support for K-3 literacy including coaching building-level teams in analysis of data
- Serve as a regional source for development and delivery of professional development related to research-based literacy strategies and interventions for teachers of Grades K-3
- Supporting the integration of technology in effective literacy instruction
- Participate in school improvement activities focused on improving instructional practices as evidenced by student outcomes in Grades K-3
- Participate in required trainings for Michigan ISD K-3 Literacy Coaches

- Remain knowledgeable about current research and pedagogical recommendations relevant to the coaching role
- Provide training and support with implementation of a comprehensive system of literacy instruction
- Assist local districts in identifying strengths and needs in support of an early literacy continuum
- As needed for completion of duties, attend meetings outside of normal working hours
- Perform other duties and responsibilities as may be assigned

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Required Employment Qualifications

Education: Master's Degree or equivalent

Experience: A minimum of five years of successful teaching experience, preferably in a K-3 setting

Supervisory Responsibilities: None

Other Knowledge, Skills, and Abilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Job Requirements:

1. Ability to maintain confidentiality with staff and sensitive information
2. Ability to communicate in a clear, concise, professional manner in both oral and written communications
3. Advanced knowledge and proficiency in the Microsoft Office Suite and Google
4. Ability to effectively manage multiple tasks to meet deadlines
5. Ability to work as part of a highly motivated, interdisciplinary team
6. Ability to consistently and reliably perform all duties of the position
7. Valid driver's license and ability to drive distances
8. Ability to lift and carry books, materials, and technology devices
9. Timely, regular and consistent daily attendance

Physical Demands: The physical demands described here are representative 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.

While performing the duties of this job, the employee may be required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials. There is occasional stooping, bending and reaching. Close vision is required to perform computer related tasks.

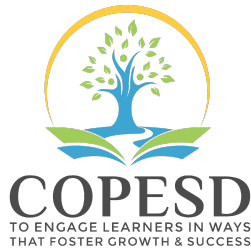
Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environments is usually quiet to moderate; the work environment is fast-paced and dynamic.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Terms of Employment

Annual Work Days: Approximately 183-day year round work contract

Salary Scale: COPESD Professional Contract Scale. Additionally, fringe benefits package in accordance with the COPESD Professional Staff Agreement.



Application Deadline: April 2, 2024 at 4:00 P.M. (or until filled)

Application Procedure: Qualified Applicants may send or email their resume, application (found on the COPESD website), transcripts, and credentials to:

Debbie Putnam, Director of Instructional Services
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: putnamd@copesd.org

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.

The Cheboygan-Otsego-Presque Isle Educational Service District is an Equal Opportunity Employer and is in compliance with all Federal and State non-discrimination laws and regulations.