

Fort Worth Independent School District

Job Description

Title	<u>Elementary Literacy Coach</u>
Building/Campus	#805 Elementary Literacy
Req #	11704 - 1
Duty Days	187
Pay Grade	Correct level of teacher salary schedule plus \$2,000 stipend with possibility of 15 extra duty days paid at daily rate of pay.
General Summary	To provide school-based support for implementation of the District's elementary literacy initiative and to increase student achievement through enhanced instructional delivery and job-embedded professional development.
Job Duties	<ul style="list-style-type: none">· Meet with teacher teams to analyze and interpret data, utilizing this analysis to identify areas of need in the core program.· Coordinate intervention strategies and progress monitoring for at-risk students.· Meet with fellow coaches by cluster to participate in professional development and planning.· Perform other job related duties as assigned.
Job Qualifications	<ul style="list-style-type: none">· Bachelor's degree from and accredited college or university (Master's degree preferred).· Valid Texas Teaching Certification.· Three years highly successful teaching experience in reading and writing required. Experience in multiple grade levels is desirable.· Previous coaching experience preferred.· Bilingual skills preferred. Bilingual certified Literacy Coach will receive a bilingual stipend.· Preference given to candidates who have demonstrated willingness to share their learning and/or provided successful leadership and technical assistance to peers on a regular basis.· Solid evidence of mastery of literacy practices, strategies, standards and student portfolio assessments.· Demonstrated knowledge:<ul style="list-style-type: none">· in establishing an effective literacy-rich classroom environment, as well as organizing and managing the learning environment (e.g. groups, cross-classroom visitations, coaching observations, and etc.).· Knowledge of :<ul style="list-style-type: none">· "teacher as coach" practices (e.g. demonstration lessons, observations, laboratory classroom, communication skills).· literacy modifications services to English Language Learners and special education students).· interpersonal skills using tact, patience, and courtesy.· basic computer skills, (Power Point, PDA's, Microsoft Office, Outlook).· Ability to:<ul style="list-style-type: none">· communicate effectively, both orally and in writing, including principles of English and grammar usage.· work interactively with teachers, principals, and others. <p>APPLICATION REQUIREMENTS</p> <ul style="list-style-type: none">· Cover letter and complete resume and contact information for five references including two references from immediate supervisors, past or present.· Three current letters of reference, including one from a peer and one from an immediate supervisor attesting to strengths in literacy instruction.· Copies of college/university transcripts and appropriate certificates.· Applicants must provide a professional portfolio of work including components such as: model lesson plans, exemplars of rigorous student work, or professional development that has been designed for teachers. <p>THE PORTFOLIO MUST BE SUBMITTED AT TIME OF INTERVIEW. IN ADDITION TO THE PORTFOLIO, YOU MUST COMPLETE APPLICATION AND A RESUME AS A WORD DOCUMENT.</p>

Application Requirements

Must complete an online application and attach a resume. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.

[\(Click here for equivocation list\)](#)

Additional Job Information

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)
Frequently (34-66% of day, 33-200 repetitions)
Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Ninety-five percent indoors, in controlled environment, 5% outdoors, exposed to weather elements while traveling.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.