

## **RIPON AREA SCHOOL DISTRICT Job Description**

Department: Elementary Schools

Job Title: Elementary Literacy Coach/Interventionist

Qualifications: Licensure: 316 Licensure as required by the Department of Public Instruction or able to obtain one within a time frame specified by the school board. 17 License or coaching certificate preferred.

Education Level: Master's degree in an approved program that qualifies for certification with the state of Wisconsin.

Experience: A minimum of five years elementary classroom experience is preferred.

Other Requirements: Deep knowledge of reading, writing and literacy development. Possess outstanding presentation and facilitation skills. Interpersonal skills (communication, problem solving, conflict management, collaboration) to share research based instructional approaches with teachers and administrators and provide advice, mentoring and coaching.

Reports to: Elementary Principal

Job Goals: The Literacy Coach/Interventionist will support all 4PS-5 staff in the implementation of the site literacy plan and program and provide interventions with students struggling in the area of literacy. The Coach will work directly with teachers in a school providing classroom-based demonstrations, collaborative and one-on-one support, and facilitating teacher inquiry and related professional development. The Coach will focus on enhancing teachers' ability to provide instruction that builds students' sense of engagement in the ownership of learning. The Coach will also work with administrators and teachers to collect and analyze data, interpret, and use it to guide instructional decisions.

### Essential Job Functions/Responsibilities:

1. Provide individualized, classroom-based and/or team-based support to implement a comprehensive literacy program. This will include the modeling of best teaching practices.
2. Facilitate the integration of literacy skills and strategies into classrooms to ensure all teachers are equipped for an advanced level of delivery and instruction corresponding to established state standards and district materials.
3. Provide on-site staff development to ensure that teachers are knowledgeable about program components and understand the instructional design of how the program meets the standards.
4. Assist teachers in the collection and analysis of data to improve student achievement and plan for future instruction.

5. Set high expectations and standards for the achievement of students performance. Support the school's Title 1 program by offering content and instruction that ensures student achievement.
6. Support the use of multiple sources of data collection to analyze barriers to student achievement and to access, identify and apply to instructional improvement.
7. Support parent involvement in the Title 1 program through various means including three school-wide literacy programs during the year.
8. Serve as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students.
9. Work with the principal and district Reading Specialist to create a school-wide focus on goals for literacy achievement.
10. Support the school's assessment procedure, training, data collection and collaborate with the principal to complete reports due.
11. Participate fully in professional development opportunities and professional research and reading.
12. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
13. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
14. Performs other duties as assigned by the Superintendent.

Terms of Employment:        The term of employment for the principals shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law.

Evaluation:                    Performance shall be evaluated annually, in accordance with provisions of Board of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name