

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**LITERACY COACH/INTERVENTIONIST**

**QUALIFICATIONS:**

1. Master's Degree in Literacy or closely related field.
2. Valid Maine teaching certificate.
3. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** The Literacy coach will support literacy growth in students by directly supporting teachers in the areas of curriculum, instruction, and assessment and by directly servicing students who need intervention.

**PERFORMANCE RESPONSIBILITIES:**

1. Research and provide content knowledge and resources to staff about learning and teaching literacy in all content areas (e.g., teaching strategies, effective assessment).
2. Research and provide information and guidance regarding a range of effective and innovative literacy practices through various activities such as individual discussions, coaching sessions, demonstration lessons with pre-and post-discussion/analysis, professional development.
3. Work directly with classroom teachers to support literacy learning. This may include observations/feedback and modeling effective strategies.
4. Provide direct instruction to students who need intervention in reading and/or writing.
5. Serve as a literacy resource person to staff and principal in decision-making regarding Language Arts classes, content area literacy, reading interventions, and professional development.
6. Provide support in coordinating Reading curriculums K – 8.
7. Keeps continually informed regarding research in the fields of pre and adolescent literacy.
8. As member of MTSS team, recommends appropriate and effective intervention strategies.
9. Confers with teachers and parents whenever necessary.
10. Attends staff, professional, and intervention meetings.
11. Coordinates the inventory tracking, ordering and organization of the school-wide Book Room.
12. Works toward effective communication skills in relationships with students, peers, parents, and administrative staff.

13. Adheres to all District policies and reporting procedures.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures establishes by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability and integrity.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to talk, hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.

**TERMS OF EMPLOYMENT:** As specified by contract

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**History:**

Approved: 05/19/10

Approved: April 13, 2022