

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: District Literacy Coordinator

Department/Location: Curriculum and Instruction – District Office

Reports to: Director of Instruction

Employees Supervised: None

POSITION SUMMARY:

The District Literacy Coordinator serves as a resource for instructional staff and administration, and provides direct services for students who require remediation or acceleration of reading skills. The primary role of this position is to provide leadership in the development and implementation of the district's reading program under the direction of the Director of Instruction.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide leadership in the identification and implementation of instructional practices, delivery systems, and formative assessments that maximize student growth in reading.
2. Provide district-wide professional development for instructional staff in reading pedagogy and disciplinary literacy.
3. Provide leadership in a wide range of reading assessments, analysis of reading assessment data, and reading intervention programming.
4. Engage and lead staff in employing a multi-tiered intervention and problem-solving model at the district, building, classroom, and individual student levels.
5. Support the curriculum renewal and evaluation process for literacy PK-12, with alignment to Common Core State Standards and/or other appropriate national benchmarks and standards.
6. Provide leadership to district and building level administrators in researching and applying for educational grants and other funding sources that serve to support and advance district and building initiatives.
7. Facilitate quarterly district-wide reading teacher meetings.
8. Assist building principals in implementing literacy programming.
9. Provide coaching and support in reading instruction for classroom teachers.
10. Implement the Educator Effectiveness system.

Additional Job Functions

1. Stay current on research and best practices in the area of reading pedagogy.
2. Provide reading instruction to students in need of remediation as needed.
3. Communicate with stakeholders regarding the district reading program.
4. Perform other related duties as directed by the Director of Instruction.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Master's degree in Education or closely related field required.
2. Wisconsin Department of Public Instruction Reading Teacher license (316) required.
3. Reading Coordinator license (317) preferred.
4. Minimum of five years of successful experience teaching reading preferred, including demonstrated leadership in delivery of a multi-tiered system of support model.
5. Valid Wisconsin Driver's License required.

Knowledge, Skills, and Abilities

1. Excellent verbal and written communication skills.
2. Ability to establish and maintain positive relationships with administrators and staff.

WORKING CONDITIONS:

Work Environment

1. Indoor office environment.

Physical Tasks

1. The person in this position needs to be able to move about inside school buildings to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the district.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and teachers and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe teachers in their classrooms.

Disclaimer: This position description is subject to change at any time.

Board Approved: April 9, 2014