



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Literacy & Diversity Coach

**Department:**

Certified

**Unit:**

AEA

**Immediate Supervisor:**

Building Principal

**Grade Placement:****FLSA Status:****Job Summary:**

Under the direction of the Building Principal, the Literacy and Diversity Coach is responsible for providing professional development for teachers, increasing the cultural competency of students and staff, providing small group literacy intervention for students and collaborating with other members of a Multi-District Collaborative to write and implement the district's Achievement and Integration plan as outlined by the state department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitates professional development sessions for all staff at Annandale Middle School by setting agendas, researching best practices and sharing data for all Professional Learning Communities (PLC) groups once per month. Plans and facilitates professional development sessions during monthly staff meetings and a half-day once per year.
2. Assists staff on an individual basis to implement best-practices into the classroom curriculum. Assists staff with curriculum development, literacy integration and developing assessments. Researches and shares best practices and techniques for classroom implementation.
3. Provides and delivers small group instruction to students incorporating the essential elements of instruction and best practice techniques. Small group instruction occurs during ICU and with struggling readers.
  - Provides instruction at appropriate levels of difficulty.
  - Assesses student progress and determines the need for additional reinforcement or adjustments to instructional plans/techniques/goals.
  - Teaches specific learning objectives according to district and MN state standards.
  - Determines and employs various teaching techniques, methods and principles of learning to best meet the needs of students and district learning outcomes.
4. Evaluates and collects intervention data regarding student performance against learning objectives. Develops and implements assessments and provides appropriate feedback. Conducts parent-teacher conferences and communication to discuss student progress. Also provides relevant data for staff to aid in instructional decisions
5. Assists in the oversight of the district's Achievement and Integration grant. Serves as the district representative of the Multi-District Collaborative Council to write the district's integration plan that is approved by the state. Submits the annual integration budget for approval and manages the budget. Travels, plans and coordinates collaborative efforts with St. Cloud in professional development and classroom collaborative projects.
6. Collaborates with other educational professionals and administrators regarding the needs of students, instructional needs, new instructional technologies or approaches to student problems, learning or curriculum.

Serves on district committees, administrative meetings or IEP meetings to provide assistance in curriculum development, assessing student progress and performance, or to participate in the building decision-making and improvement processes.

7. Coordinates literacy committee efforts by analyzing data and organizing building-wide reading initiatives twice per year.

8. Performs other related duties as assigned.

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- Bachelor's Degree with a major in Education
- Successful completion of student teaching

### **License/Certification Requirements:**

- State of MN Teaching License
- K-12 Reading Licensure

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of best practice teaching principles, techniques and approaches.
- Knowledge of child development theories and development stages and needs.
- Knowledge of current trends, theories and technologies pertaining to learning, interventions and instruction.
- Knowledge of assessment procedures and techniques.
- Knowledge of subject material, concepts and issues related to subject of assignment.
- Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district.
- Knowledge of Achievement and Integration Legislation.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Ability to effectively interact and communicate with students, parents, staff, administrators and other educational professionals to best meet the needs of students.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Planning and developing lesson plans consistent with approved district curriculum and MN standards.
- Presenting materials and concepts in an understandable and developmentally appropriate manner.
- Developing assessment tools, assessing and evaluating student performance and needs.
- Presentation skills; leading and facilitating group activities and discussions.
- Using a variety of instructional aids and technologies.
- Small group management functions and activities.
- Ability to write state reports and assists in writing and reviewing curriculum.
- Advising and making recommendations to district administrators or committees concerning needs in curriculum and learning approaches.

## **PHYSICAL REQUIREMENTS**

### **Physical requirements associated with the position can be best summarized as follows:**

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.