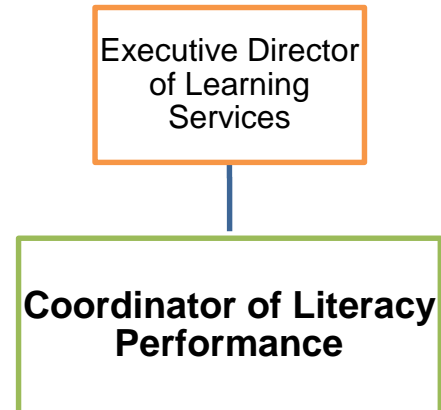


## COORDINATOR OF LITERACY PERFORMANCE

<b>Job Title:</b>	Coordinator of Literacy Performance
<b>Initial:</b>	May 12, 2016
<b>Revised:</b>	
<b>Work Year:</b>	261 Calendar Days
<b>Office:</b>	Education
<b>Department:</b>	Learning Services
<b>Reports To:</b>	Executive Director of Learning Services
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative Salary Schedule

### Related Organization Chart



**SUMMARY:** The Coordinator of Literacy Performance supports District 49’s Primary Literacy initiative, ensuring every student has a firm foundation of early reading skills to support their future success in all academic areas. The Coordinator of Literacy Performance supports schools with all aspects of curriculum, instruction, assessment and professional development related to literacy achievement.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Pursues and manages grants to support literacy achievement.
- Maintains literacy databases (Amplify, myON, literacy assessments).
- Provides professional development to support literacy achievement (READING Foundations Academy, DIBELS Next, Burst, data analysis, READ Plans, ELA Standards).
- Develops and maintains Primary Literacy Schoology page and resources.
- Designs and coordinates programs and services (e.g., READ Camps, after school / enrichment programs) to support literacy development.
- Coordinates parent outreach and training.
- Develops community partnerships to support literacy achievement.
- Coordinates literacy summits.
- Ensures compliance with READ Act (oversees state reporting of READ plans, maintains READ Plan documents, handbook, Alpine, etc.) and supports schools with transitioning READ Plans to intervention plans.
- Stays current and knowledgeable about state and federal mandates related to literacy achievement and

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provide regular communication regarding legislative and policy changes to administration, zones and schools.

- Supports Instructional Coaches in zone/schools with literacy initiatives.
- Facilitates research and development that supports increased achievement in literacy.
- Supports principals with data analysis.
- Serves as liaison to the Colorado Department of Education Office of Literacy and Early Literacy Assessment Tool Project State Advisory Panel.
- Provides support for library development, professional development for librarians, and coordinate PLCs for library staff.
- Collaborates with various departments to align primary literacy improvement strategies (ELD, SPED, GT, Title I).
- Supports schools with literacy curriculum and resource adoption processes and resources.
- Provides regular updates to administration and Board of Education regarding literacy initiatives, goals and results.
- Performs other related duties as assigned.

#### **Supervision & Technical Responsibilities:**

- Supervises literacy coaches as assigned

#### **Budget Responsibility:**

- Oversees READ Act funds
- Oversees grant funds related to literacy initiatives

#### **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

#### **Education & Training:**

- Masters in Curriculum, Instruction and Assessment, or Masters in Literacy or related field
- Principal license required

#### **Experience:**

- At least three years demonstrated success as a classroom teacher
- Building level or central office administrative experience preferred

#### **Knowledge Skills & Abilities:**

- Expertise in implementing and analyzing literacy assessments including PARCC ELA Assessments, DIBELS Next, DIBELS Deep, Burst, and other benchmark, diagnostic and progress monitoring assessments
- DIBELS Next Mentor (can be acquired with position)
- Experience coordinating and delivering professional development and coaching related to literacy (knowledge and experience working with adult learners)
- Ability to communicate effectively with various stakeholders
- Ability to maintain excellent attendance
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and common software applications including Microsoft

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Office Suite and web-based applications

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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