



Merrimack School District

Literacy Coordinator

Role Description



TITLE: Literacy Coordinator (formerly Language Arts Coordinator)

REPORTS TO: Building Administration

JOB GOAL:

To provide professional leadership and management for the coordination of curriculum, instruction, assessment, programs, and services related to the literacy-based needs of all students through a multitiered system of support.

QUALIFICATIONS:

- Current certification through the State of New Hampshire
- Certifiable as a Reading Specialist in the State of New Hampshire
- Master's degree in Reading, or related field
- Certificate of Advanced Studies (C.A.G.S.) degree preferred
- Minimum of 5 years teaching experience required
- Strong leadership, organization, and communication skills required

RESPONSIBILITIES:

- Serve as a member of the Building Leadership Team, which includes participation on a variety of committees, teams, Professional Learning Teams, and task forces related to curriculum, instruction, assessment, student learning, and leadership
- Collaborate with district Literacy Coordinators and the Assistant Superintendent to align student learning initiatives and professional development for staff
- Develop, coordinate, and oversee the implementation of literacy curriculum, instruction, and assessment in collaboration with the Assistant Superintendent
- Provide educators with ongoing and updated research and best practices in literacy and maintain a robust collection of resources
- Provide high quality, differentiated, instructional coaching to staff that meets the needs of a diverse student population
- Build and manage the literacy budget lines for the school
- Observe and evaluate staff, as assigned by the building administration, using the district's evaluation model(s)
- Provide short term boosts/interventions to individual or small groups of students

- Oversee the building's multitiered system of academic support for students, including the facilitation of student-focused meetings, supporting the development and implementation of individual Response to Intervention plans, and monitoring of student progress
- Oversee the implementation of benchmark, formative, and summative literacy assessments for student placement and/or to inform tiered instruction
- Collect, analyze, build, and share reports of school-wide assessment data at the building and district levels
- Facilitate and oversee the student placement process, including Kindergarten screening, grade level placement for the following school year, conducting assessments for new students, and organizing Move-Up Day
- Oversee the implementation of all building-wide Title I interventions and services which includes reviewing assessment data to create and maintain lists of identified, selected, and discharged students, as well as waiting lists for services
- Oversee Title I communication with classroom teachers and families, oversee, support, and evaluate Title I staff, including lesson planning for non-certified tutors; and work with the Title I District Coordinator to fulfill the specification of the federal grant
- Provide ongoing literacy professional development to staff, including training in curricular and assessment tools, interventions, resources, digital platforms, and best teaching practices
- Collaborate with the building administration and the school Library Media Specialist to plan literacy-related events and activities such as reading challenges, reading celebrations, and author visits
- Maintain and consistently improve one's own professional competence through attendance and participation in conferences, workshops, coursework, and other in-service activities as required
- Attend and participate in department, school, building, district, student, and parent meetings
- Fulfill assigned job responsibilities and duties as assigned by the Building Administration, including following all district and school policies, procedures, and routines
- Adhere to the Code of Ethics and Code of Conduct for New Hampshire educators and demonstrate high levels of professionalism that are representative of the core values of the Merrimack School District
- Other related duties as assigned by Building Administration

Additional Contracted Days:

The Literacy Coordinator position requires an additional 15 contracted days of employment. The responsibilities for these additional contracted days include, but are not limited to, conducting new student assessments during the summer months, updating assessment data, tools, and resources, revising, and updating curriculum, ordering, and distributing literacy supplies and materials, and planning professional learning opportunities for staff.

TERMS OF EMPLOYMENT: Position is part of the collective bargaining unit of the Merrimack Teachers Association.

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	F	C
Lift 11 to 25 lb.	N	R	O	F	C
Lift 26 to 50 lb.	N	R	O	F	C
Lift over 50 lb.	N	R	O	F	C
Carry up to 10 lb.	N	R	O	F	C
Carry 11 to 25 lb.	N	R	O	F	C
Carry 26 to 50 lb.	N	R	O	F	C
Carry over 50 lb.	N	R	O	F	C
Twisting	N	R	O	F	C
Bending	N	R	O	F	C
Crawling	N	R	O	F	C
Squatting	N	R	O	F	C
Kneeling	N	R	O	F	C
Crouching	N	R	O	F	C
Climbing	N	R	O	F	C
Balancing	N	R	O	F	C

KEY

N = not required

R = rarely

O = occasionally

F = frequently

C = constantly

Work Surface(s)

Reach above shoulder height	N	R	O	F	C
Reach at shoulder height	N	R	O	F	C
Reach below shoulder height	N	R	O	F	C
Push/Pull	N	R	O	F	C

Hand Manipulation

Grasping	N	R	O	F	C
Handling	N	R	O	F	C
Fingering	N	R	O	F	C
Torquing	N	R	O	F	C

Controls and Equipment:

Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	5	6	7	8

Cognitive/Sensory Requirements:

Talking: Necessary for communicating with others.
Hearing: Necessary for taking instruction/direction from others.
Sight: Necessary for doing job effectively
Taste/Smell: Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:

Exposure to typical building-related hazards and materials.

Exposure to outdoor exposures