

**BANKS SCHOOL DISTRICT No. 13**

**JOB DESCRIPTION  
Teacher – Literacy Coach**

**IMMEDIATE SUPERVISOR:** Building Principal

**GENERAL DUTIES**

The literacy coach promotes and develops successful reading and writing instruction for students and performs duties in accordance with District policies and Title I regulations.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a Bachelor's degree from an accredited institution
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Demonstrates a command of oral and written English language
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- E. Maintain integrity of confidential information relating to students, staff, or district patrons
- F. Ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. The Literacy Coach is responsible for the following Title I duties:
  - 1. Supervision and development of lessons for teachers and paraprofessionals through mentoring and coaching of staff.
  - 2. Consults with classroom teachers and paraprofessionals on student interventions
  - 3. Measures and analyzes student progress
  - 4. Plans and coordinates required parental involvement activities
  - 5. Builds and maintains positive professional communication with school staff and parents
  - 6. Submits reports to Student Services office for state and federal accountability under Title I regulations

B. The Literacy Coach is responsible for the following Media duties:

1. Collaborates with teachers to integrate literature with classroom curriculum
2. Providing writing support by selecting literature that supports district writing goals.
3. Selects read aloud literature that supports classroom curriculum
4. Manages circulation desk and prepares new books for circulation
5. Assumes responsibility for monitoring and maintaining books and materials
6. Conducts annual inventory of books and materials as directed
7. Monitors library office supplies and budget
8. Coordinates reading incentive programs
9. Coordinates book fairs
10. Coordinates the Oregon Battle of the Books program

C. Cultivate and model a respectful working and learning environment

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)  
 F – Frequently (2.5 – 5.5 hrs per day)  
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)  
 C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing				<b>X</b>	
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling		<b>X</b>			
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)			<b>X</b>		
Climbing (ladder)			<b>X</b>		
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms			<b>X</b>		
Repetitive use wrists			<b>X</b>		
Repetitive use hands grasping			<b>X</b>		
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation			<b>X</b>		
Using foot control		<b>X</b>			
*Pushing/Pulling Maximum weight: <b>40</b> lbs.			<b>X</b>		
*Lifting/Carrying Maximum weight: <b>40</b> lbs.			<b>X</b>		

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

**EMPLOYEE STATEMENT**

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date