

**EAST ORANGE SCHOOL DISTRICT**  
**East Orange, New Jersey**



**Literacy Coach**  
Position

**REPORTS TO:** School Principal

**RESPONSIBILITIES:**

- 1) Assists the Principal with the facilitation of the implementation of the District's chosen literacy program
- 2) Attends eight one-week training sessions at the National Center's Literacy Institute
- 3) Facilitates the implementation of the literacy program in all K-8 classrooms within the school
- 4) Arranges for students who are in need of remediation to get additional instruction, including establishing a tutoring program
- 5) Helps to facilitate the testing program and helps to organize the faculty so that it can analyze/compare student performance data with the standards in order to focus the school program on students' attaining standards as quickly as possible
- 6) Solves problems and facilitates the implementation of intervention strategies based on the analysis of achievement results
- 7) Works with Community Outreach Coordinator to implement the 25 Books Campaign
- 8) Arranges for and teaches demonstration lessons, provides one-on-one peer coaching, and facilitates group observations and critiquing
- 9) Facilitates regular grade-level meetings
- 10) Coordinates the inventory, ordering and distribution of leveled textbooks
- 11) Serves on the local School Leadership Team
- 12) Collects data and evidence of school progress toward full implementation of the literacy program and shares it with the Design Coach for inclusion in the school portfolio
- 13) Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary
- 14) Performs other related duties as assigned by the principal or designee

**HUMAN RELATIONS:**

1) *With Students*

- a) Demonstrates warmth and friendliness
- b) Demonstrates appreciation and respect for the rights and opinions of all students
- c) Displays sensitivity to students by listening to them and responding effectively to their feelings and needs
- d) Develops in each student a sense of personal growth and a positive self-esteem
- e) Demonstrates patience, empathy, and understanding
- f) Promotes good interpersonal relationships
- g) Creates a supportive environment

- h) Is a positive role model for students in speech, appearance, behavior, and attitude
  - i) Demonstrates awareness for different cultures as well as backgrounds and employs appropriate techniques in dealing with each student's needs
  - j) Displays evidence of understanding each student's social, emotional, physical and intellectual growth and development
- 2) With Staff
- a) Works cooperatively and enthusiastically with other staff and the administration in achieving the district's educational goals
  - b) Exhibits professional and ethical attitudes and behaviors toward colleagues

### **SCHOOL-WIDE EFFECTIVENESS:**

- 1) Participates in the assessment and development of curriculum
- 2) Contributes/lends assistance to committees, staff meetings, and/or individuals promoting school-related activities
- 3) Demonstrates good attendance and punctuality

### **PROFESSIONAL GROWTH:**

- 1) Works with colleagues to evaluate and ensure program effectiveness
- 2) Seeks assistance when necessary
- 3) Accepts and uses constructive suggestions
- 4) Benefits from opportunities to improve professionally including, but not limited to, taking courses, attending workshops and lectures, reading current material, and participating in professional organizations
- 5) Develops ways of applying recently acquired professional knowledge and skills
- 6) Sets appropriate professional growth goals and objectives

### **QUALIFICATIONS**

- 1) Master's Degree, plus a minimum of 12 credits in reading
- 2) Valid New Jersey Instructional Certificate
- 3) A minimum of three years of successful experience teaching reading and/or language arts
- 4) Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
- 5) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
- 6) Required criminal history background check and eligibility to work in the United States
- 7) All applicants must meet NJ Residency requirements as per "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

## **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via [Applitrack](https://www.applitrack.com/eosd/onlineapp/) at:

<https://www.applitrack.com/eosd/onlineapp/>

## **SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

## **TERM OF EMPLOYMENT:**

Ten-month work year

## **SALARY RANGE:**

As per negotiated agreement between the EOBOE and the EOE

**Approved by the East Orange Board of Education:** **August 11, 2020**

*Revised August 5, 2020*