

**TRENTON BOARD OF EDUCATION
HUMAN RESOURCES DEPARTMENT**

September 30, 2015

POSTING OF VACANCY

POSITION: SCHOOL LITERACY LEADER

LOCATION: Columbus Elementary School

QUALIFICATIONS:

1. **For Elementary Grade Leaders** – Standard NJ Elementary Teaching certificate, preferred, and must be highly qualified in language arts.
For Secondary Grade Leaders - NJ Teacher of English certification, required.
2. Minimum of five (5) years classroom teaching experience. Evidence of accelerating student learning through the implementation of the district's Language Arts curriculum, instruction and assessment.
3. Graduation from an accredited 4 year college or university, required. Masters degree in education preferred.
4. Proven experience for grade span being assigned (i.e. K-5, 6-8, 9-12).
5. Knowledge of best instructional research practices to effectively train, model, coach, and make recommendations for improving student achievement.
6. Preferred experience leading teachers to focus on improving student learning results through training, modeling and coaching.
7. Proven high degree of organizational and problem solving skills; ability to analyze data.
8. Knowledge of Common Core Content Standards for Language Arts.
9. Ability to provide assistance to instruction via the internet and technology teaching tools.
10. Demonstrated competence to use various forms of data on a school and teacher based level to inform, adjust and provide literacy instruction.
11. Understanding of curriculum in order to work with teachers and leaders to develop strong instructional practices.
12. Ability and willingness to coach and support teachers to ensure effective instruction is provided to all students.
13. Ability to provide effective professional development that is aligned with district initiatives.

PERFORMANCE RESPONSIBILITIES

1. Promotes the effective implementation of a quality, standards-based Language Arts curriculum and interventions by providing coaching and non-evaluative instructional feedback to teachers meant for purposes of professional development.
2. Accesses classrooms, as agreed upon by the classroom teacher, during regularly scheduled Language Arts lessons to gather data on instructional best practice trends.
3. Promotes effective implementation of School Improvement Plan strategies related to accelerating student learning in Language Arts.
4. Works closely with teachers to implement high-quality practices to improve Language Arts instruction.

5. Works collaboratively with NJDOE regional staff, school leaders and staff to collect, analyze and use data to continuously improve the instructional program to better prepare students for college and career.
6. Provides professional development on best instructional practices, common core state standards and intervention techniques and strategies.
7. Designs individual and team coaching sessions, lesson study structures, format and process for assigned teachers using modeling strategies, inquiry and reflection, and training techniques.
8. Uses the Trenton Public Schools Instructional Coaching Model as a guide.
9. Schedules support sessions inclusive of demonstration lessons, mentoring and coaching to classroom and instructional support teaching staff, a minimum of 5 sessions weekly is required.
10. Maintains a coaching portfolio, inclusive of a daily journal, support logs, and principal sign off sheets.
11. Attends and gives updates at grade level/department meetings based on number of meetings held within assigned school each week.
12. Assist teachers with differentiation of lesson plans, with tiered groups outlines, and/or differentiation of teacher made assessments upon request.
13. Performs such tasks, that are not supervisory in nature, as assumes responsibility as directed by the immediate supervisor.

TERM OF

EMPLOYMENT: Ten (10) Months

SALARY: In accordance with the TEA contract.

DEADLINE

FOR APPLYING: OPEN UNTIL NEEDS OF THE DISTRICT ARE SATISFIED

HOW TO APPLY : To be considered for an interview the following is required :

Completed application to include :

- Internet Application at www.trenton.k12.nj.us
- Current resumé
- Copy of N.J. certification
- Three letters of reference

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER