

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Literacy Coach
Location:	ESC of Eastern Ohio, Valley Virtual Remote Learning Academy
Category:	Administration; Certified; Bargaining Unit ineligible; FLSA exempt.
Contract:	Contract length and days will be determined by the Governing Board; other terms and conditions of employment as per Board Policy and O.R.C.
Compensation:	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
Education/Degree:	Master's Degree
Reports to:	Director, Teaching & Learning
Supervises:	N/A
Job Goal:	Working collaboratively with the ESC of Eastern Ohio, State Support Team (SST), and Valley Virtual community school staff. Literacy Coaches will provide high quality literacy instruction and instructional support. This position serves all learners in grades 8-12, including students with disabilities, English learners, gifted students, struggling readers, and typically developing readers by promoting effective, data-driven, evidence-based literacy practices.
Qualifications:	<p>The following qualifications are considered guidelines:</p> <ul style="list-style-type: none">• Master's degree in school administration, curriculum and instruction, reading/literacy, or a related field.• Minimum of five years of successful classroom teaching experience.• Online teaching experience preferred.• Dropout recovery and prevention experience.• Reading Endorsement preferred.• Deep knowledge of structured literacy grounded in the science of reading and intervention practices.• Demonstrated success in coaching and consulting with adult learners.• Experience analyzing and utilizing educational data to inform instruction.• Knowledge and implementation experience with the Multi-Tiered System of Supports (MTSS).• Strong oral and written communication skills.• Proven ability to deliver effective professional development.• Collaborative experience in improving literacy instruction for diverse learners.• Commitment to adhering to Valley Virtual Board policies and professional standards.• Alternatives to the above as approved by the Governing Board.

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PERFORMANCE RESPONSIBILITIES:

1. Collaborate with community school leaders and staff to implement the Valley Virtual Literacy Plan.
2. Partner with SST, Valley Virtual, and ESC staff to interpret and apply Reading Tiered Fidelity Inventory (RTFI) data to strengthen Tier 1 and Advanced Tier instruction.
3. Demonstrated success in providing Tier 1 and Tier 2 adolescent literacy instruction.
4. Support the use and analysis of literacy screeners, diagnostic tools, curriculum-based measures, and progress monitoring.
5. Facilitate the implementation of high-quality instructional materials endorsed by the Ohio Department of Education and Workforce (ODEW).
6. Guide teachers in applying evidence-based literacy practices and differentiated instruction aligned with the science of reading.
7. Participate in team meetings at the community school level.
8. Conduct instructional walkthroughs and provide actionable feedback to educators.
9. Support instructional teams in using data to plan targeted interventions and monitor progress.
10. Design and deliver professional learning opportunities that promote literacy achievement.
11. Engage in ongoing professional development to enhance content knowledge, coaching skills, and cultural responsiveness.
12. Communicate consistently with the Community School Team, fellow Literacy Coaches, ESC, and SST staff.
13. Monitor and document literacy progress and program implementation across the community school.
14. Ensure compliance with all grant requirements and maintain accurate records.
15. All other duties as assigned by the Superintendent.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Follow all policies, rules, and regulations of the ESCEO.
2. Is regular and prompt in attendance.
3. Seeks opportunities to improve skills and grow professionally.
4. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
5. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
6. Provides quality service to both internal and external colleagues and customers.
7. Seeks opportunities to participate as a productive member of ESCEO, community school, and other committees and teams.
8. Generates internal and external support for ESCEO services.
9. Represents the ESCEO and its service schools with professionalism at all times.
10. Demonstrates at all times integrity and ethical behavior.
11. Responds quickly to directions for improvement from supervisors.
12. Maintains confidentiality in all job-related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possess a valid state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communicate.
4. Presents information and responds to questions effectively and efficiently.

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5. Prioritizes tasks, requirements, and expectations to perform to a standard of absolute excellence in leadership and service.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____ / ____ / ____