Helping All Learners Reach Their Full Potential

Manistee Intermediate School District

MANISTEE ISD BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: Early Literacy Coach – General Education

DURATION: Full-time position (182 days)
CLASSIFICATION: Professional Staff
GRANT FUNDED: This is a grant-funded position. Continued employment is contingent upon the availability of ongoing grant funding, employee performance, and program needs.

REPORTS TO: Assistant Superintendent of General Education

QUALIFICATIONS:

- Proven experience in designing and delivering evidence-based literacy instruction and intervention across PK–5 settings.
- Deep expertise in the Science of Reading (SoR), early language development, and evidence-based instructional practices.
- Demonstrated proficiency in literacy data utilization, assessment literacy, and progress monitoring to inform instructional decision-making.
- Proven track record of cross-sector collaboration and partnership building across local school districts, early childhood networks, and community stakeholders.

- Michigan teaching certificate, five or more years of teaching experience at grades PK-5
- Teaching certificate, a bachelor's degree, and advanced coursework in reading or completion of professional development in evidence-based literacy core instructional strategies
- Experience as a successful classroom teacher
- Coaching training preferred
- Reading Specialist certification or the equivalent amount of training focused on research-based practices
- Demonstrated success with teaching students at-risk in the area of reading
- Knowledge of current PK-5 state literacy standards
- Familiarity with the Essential Instructional Practices in Literacy PK-5
- Instructional skills and knowledge base in early literacy components such as phonemic awareness, phonics, fluency, vocabulary, and comprehension
- Familiarity and success with utilizing formative, screening, and diagnostic tools with students to determine appropriate reading instruction

- Strong knowledge base in working with adults and coaching adult learners
- Sufficient knowledge of scientifically based reading research and special expertise in quality reading instruction
- Experience with appropriate instructional technology practices and implementation at the PK-5 level
- Knowledge of observational data and other formative assessment processes

PERFORMANCE RESPONSIBILITIES:

- Serve as a regional source for development and delivery of professional development related to research-based literacy strategies and interventions of high quality for Grades PK-5
- Participate in required trainings for Michigan ISD PK-5 Literacy Coaches
- Remain knowledgeable about current research and pedagogical recommendations relevant to the coaching role
- Coach one-to-one in identified (with district input) PK-5 classrooms
- Develop and model high-quality literacy lessons and units for PK-5 teachers
- Assist local districts in identifying strengths and needs in support of an early literacy continuum
- Implement an instructional delivery model based on frequent use of formative, screening, and diagnostic tools (Multi-Tiered System of Support) to determine individual student progress
- Collect and utilize data from diagnostic tools to determine necessary additional supports and interventions needed by individual pupils to read at grade level by the end of grade 3
- Support all PK-5 teachers in alignment with Public Act 146 of 2024 (K-12 Literacy and Dyslexia Law / MCL 380.1280f), ensuring instruction and interventions follow evidence-based SoR methods and a code-emphasis approach.
- Complete LETRS Training and required professional learning opportunities (Essential Instructional Practices Institute, Coaching Intensives, etc.)
- Provide support for initial and ongoing professional development for teachers in essential instructional practices, administering/analyzing assessments, differentiated instruction, intensive interventions, progress monitoring, and identifying reading deficiencies
- Attend the K-3 Essential Instructional Practices Institute, Literacy Coaching Network Professional Learning Opportunities, Coaching Intensives, Quarterly Meetings, and Monthly Meetings
- Use MDE Coaching Modules and K-3 Essential Instructional Practices modules to support learning around the Essentials
- Engage in Assessment Literacy learning opportunities
- Complete onboarding and professional learning requirements, including familiarity and training in English as a Second Language (ESL), TESOL, and Sheltered Instruction Observation Protocol (SIOP) frameworks.

- Expand stakeholder collaboration to support English learners and multilingual learners by ensuring equitable access to high-quality literacy instruction and appropriate literacy supports.
- Perform other duties and responsibilities as may be assigned.

TERMS OF EMPLOYMENT: In accordance with District policies and procedures.

EVALUATION: In accordance with District policies and procedures.

WAGES AND BENEFITS: Full benefits package including medical, dental, vision, life/LTD, employee assistance program; MPSERS retirement; paid sick and personal leave; opportunities for professional development with tuition reimbursement available.

APPLICATION PROCEDURE: Qualified applicants must submit an application cover letter, resume, copy of college or university transcripts, copy of certifications/approvals/credentials, and three letters of reference from individuals familiar with the candidate's work experience and abilities.

Please email application materials in one PDF to: Devin Wegner, Human Resources Coordinator, dwegner@manistee.org