

Middlesex Public Schools
JOB DESCRIPTION

Job Title:	<u>Literacy Coach (Grades 6–8)</u>
Qualifications Required:	Master’s degree in Reading, Literacy, or a related field.
Reports to:	Building Principal and Supervisor of Curriculum Grades 6-12
Salary:	Commensurate with experience.
Contract duration:	Ten-months

Key Responsibilities:

Instructional Coaching and Teacher Support

1. Provide job-embedded coaching to teachers in grades 6–8 to strengthen literacy instruction and student engagement in reading and writing.
2. Model, co-teach, and demonstrate lessons using evidence-based literacy practices appropriate for adolescent learners.
3. Facilitate reflective coaching conversations that promote teacher growth and improve instructional practice.
4. Support teachers in differentiating instruction to meet the diverse needs of students, including multilingual learners and students with disabilities.
Guide teachers in using formative and summative literacy assessment data to
5. inform instructional decisions and monitor student progress.

Professional Learning and Capacity Building

1. Design and deliver professional development aligned with NJDOE COACH grant priorities and district literacy goals.
2. Facilitate Professional Learning Communities (PLCs) focused on middle grades literacy instruction, assessment, and intervention.
3. Serve as a turnkey trainer after completing required NJDOE COACH trainings, providing ongoing professional learning to district educators.
4. Participate in all NJDOE COACH professional learning sessions, technical assistance meetings, and communities of practice.
5. Support teachers in implementing instructional shifts and evidence-based literacy practices promoted by the NJDOE.

Data Analysis and Implementation Monitoring

1. Assist teachers and administrators in interpreting literacy data to guide classroom instruction and schoolwide literacy planning.
2. Maintain accurate and timely documentation of coaching cycles, professional learning sessions, and implementation data as required by the NJDOE COACH grant.
3. Collaborate with district and school leadership teams to establish measurable goals and analyze progress toward improving student literacy outcomes.

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4. Contribute to reports and documentation for NJDOE monitoring, compliance, and evaluation.

Grant Implementation and Compliance

1. Support the district in implementing all **NJDOE COACH Grant deliverables** within required timelines.
2. Ensure all coaching activities, documentation, and reporting align with NJDOE expectations.
3. Participate in NJDOE monitoring, evaluation, and technical assistance processes as required.
4. Serve as a liaison between the NJDOE, district leadership, and school-based teams to maintain fidelity of implementation.

Position Summary

The Literacy Coach (Grades 6–8), funded through the New Jersey Department of Education (NJDOE) Cultivating Ongoing Achievement through Coaching in Literacy (COACH) Grant, serves as an instructional leader focused on strengthening literacy teaching and learning in the middle grades.

The coach will provide job-embedded professional learning, model effective instruction, analyze data to inform practice, and collaborate with teachers and administrators to improve literacy outcomes for students.

This role is grounded in the *science of reading* and aligned with the *New Jersey Student Learning Standards for English Language Arts (NJSLS-ELA)*. The coach will help build district and school capacity for sustained literacy improvement and ensure compliance with all COACH grant deliverables and reporting requirements.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certificated staff.

Approved by: Board of Education **Date:** October 15, 2025