



Title: Teacher- K-5 Literacy Coach

Primary Function: The K-5 Literacy Coach supports the development and implementation of high-quality literacy instruction across elementary grade levels. The coach works collaboratively with teachers, administrators, and support staff to strengthen Tier I instruction, build teacher capacity, and increase student achievement in reading and writing. This role is non-evaluative and centers on improving teaching practices through coaching cycles, modeling, co-teaching, and professional learning.

Minimum Qualifications:

- Holds a Bachelor's degree and is eligible for a Virginia teaching license with an endorsement as a Reading Specialist or in English (Master's degree preferred).
- Has a minimum of three years of exemplary literacy instruction experience.
- Possesses knowledge of the Virginia Literacy Act, Virginia Standards of Learning, and evidence-based literacy instruction aligned with state and division expectations.
- Demonstrates the professional, interpersonal, and communication skills necessary to work effectively with students, families, colleagues, and community members, along with strong organizational abilities and a collaborative approach to team management.
- Demonstrates a strong understanding of adult learning principles and the ability to work collaboratively and cooperatively with teachers and staff.
- Able to move throughout the classroom to monitor student learning and support instruction in rooms with various seating and desk configurations.
- Able to travel between multiple work locations during the school day.
- Capable of preparing accurate and timely written reports as required.
- Proficient in the use of data management software (e.g., Excel, Google Sheets) to generate and analyze school-level reports.

General Responsibilities and Skills

- Demonstrates expertise in evidence-based best practices in reading and writing instruction, including the Science of Reading and other research-based literacy frameworks.
- Provide job-embedded coaching to classroom teachers in research-based literacy practices aligned with state standards and division curriculum.
- Develop a coaching program to support the professional growth of teachers
- Model effective Tier I literacy instruction including small group reading, guided reading, phonemic awareness, phonics, fluency, vocabulary, comprehension strategies, and student engagement.
- Provides support in the areas of classroom motivation and management to help teachers establish orderly learning environments.
- Provide targeted instructional support by tutoring individual students in need of remediation, teaching small groups to address specific skill gaps, and collaborating with classroom teachers to deliver instruction within an inclusion model, if needed and appropriate.

- Collaborate with school teams (e.g., PLCs, MTSS teams) to strengthen instruction and interventions for students performing below, at, or above grade level.
- Monitor and assist teachers with data analysis to inform instruction, monitor student progress, and differentiate instruction.
- Facilitate coaching cycles, including pre-conference, classroom support, and post-conference/feedback reflection.
- Using needs-based assessments, determine individual and collective teacher needs to design and lead professional development on literacy content, instructional strategies, and assessment in consultation with school and division administration.
- Collaborate with school and division leaders to identify and recommend high-quality instructional materials grounded in the science of reading and aligned to curriculum goals.
- Develop a coaching program to support the professional growth of teachers
- Develops and creates curriculum and assessments aligned with high-quality instructional materials and state standards.
- Works collaboratively and positively to meet identified district and building goals.
- Perform other duties as assigned by administration.

Terms of Employment:

Teacher contract; Salary according to School Board Teacher Salary Scale

This position is X exempt non-exempt

Reports to:

Assistant Superintendent for Instruction and Support Services

Evaluation:

Evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

Approved by the Superintendent:

The School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age, in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Lauren Gray, 500 City Hall Avenue, Poquoson, VA 23662, 757-868-3055. For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.