

Below is a sample job description we encourage districts and other LEAs to draw from when posting early literacy coach positions.

THE ROLE:

As an Early Literacy Success Coach, you will play a pivotal role in improving early literacy education and outcomes. You will work closely with teachers to support their professional learning—in particular, to implement research-supported instructional practices in early literacy and fostering an inclusive and equitable educational environment. In collaboration with teachers, specialists, administrators, and other education stakeholders, you work to create environments in which children receive the support they need to thrive as literacy learners.

RESPONSIBILITIES:

- ▶ Ensure that the bulk of your time is spent in classrooms, observing, modeling lessons, and supporting teachers to improve early literacy instruction.
- ▶ Implement coaching cycles that focus on the improvement of early literacy instruction and that produce strong results in children’s literacy learning.
- ▶ Lead or support professional learning opportunities, such as weekly meetings of teacher study groups, that are focused on continuous improvement of early literacy instruction and on ensuring every child’s literacy growth.
- ▶ Work with the school’s instructional leadership team on an ongoing basis to gather information regarding early literacy instruction and outcomes, make decisions about improvements, guide implementation of those decisions, and monitor their impact.
- ▶ Advocate for instructional materials and initiatives that are aligned with research, oriented toward equity, and implementable in culturally responsive ways.
- ▶ Sustain or establish and sustain a professional and collaborative environment that is characterized by shared responsibility for children’s learning and respect for families, communities, children, and colleagues.
- ▶ Engage in ongoing professional learning to stay abreast of developments in literacy research and equity-oriented teaching.

REQUIRED QUALIFICATIONS:

- ▶ Minimum of three years of successful teaching experience
- ▶ Knowledge of research-supported practices in early literacy
- ▶ Demonstrated commitment to continuous professional learning in early literacy
- ▶ Knowledge of research-aligned instructional coaching models and strategies or willingness to participate in intensive professional learning in this area
- ▶ Evidence of an understanding of and commitment to equitable and inclusive early literacy education
- ▶ If applicable to the population in that district, knowledge of research-supported practices in multilingual education or willingness to participate in intensive professional learning in this area
- ▶ Understanding of assessment practices and data analysis to guide instructional decision-making
- ▶ Ability to build relationships, communicate, and collaborate effectively with diverse stakeholders
- ▶ Robust organizational skills to manage coaching schedules and documentation

PREFERRED QUALIFICATIONS:

- ▶ Master’s degree in literacy education or a closely related field
- ▶ Experience in coaching and leading professional learning in early literacy and equity-oriented teaching