

MID-OHIO EDUCATIONAL SERVICE CENTER
COMPREHENSIVE LITERACY STATE DEVELOPMENT GRANT DIRECTOR/COACH
JOB DESCRIPTION

214- day contract

GENERAL DESCRIPTION:

The CLSD Director/Coach will provide a range of services and support for administrators and teachers in the chosen model sites. The CLSD Director/Coach will provide evidence-based literacy strategies and methods; model best practices; engage in small group and individual support; and facilitate professional development. The CLSD Director/Coach must have a thorough knowledge of Ohio's Learning Standards and research-based, evidence-based strategies and methods proven to develop building-wide literacy systems and practices to increase students' achievement and growth. The CLSD Director/Coach will work collaboratively with Mid-Ohio Literacy Coaches and districts, to create a focused improvement literacy plan based on district data. This position will provide in-depth services to strengthen students' academic success as related to the Simple View of Reading.

QUALIFICATIONS:

- Valid Ohio teaching license required; administrator license preferred
- Master's degree in reading or literacy education, or a master's degree in a related area preferred
- Reading endorsement on state license preferred
- A minimum of five (5) years successful teaching experience K-5
- Administrative or supervisory experience required
- Experience with instructional Coaching of Teachers
- Experience planning and facilitating professional development sessions
- Experience with school improvement strategies applicable to all content areas to raise student growth and achievement
- Experience and knowledge of research behind the Science of Reading preferred
- Experience working with community organizations to support family engagement activities and events
- Valid Ohio driver's license
- Successfully pass BCI/FBI background checks

ESSENTIAL FUNCTIONS OF CLSD DIRECTOR/COACH

- Demonstrate knowledge and experience with evidence-based practices in literacy
- Maintain up-to-date knowledge of literacy and school improvement at the State and Local levels
- Fiscal knowledge related to overseeing and maintaining budgets, requisitions, fiscal records and reporting
- Create reports and maintain data for mandatory compliance requirements for ODE
- Facilitate collection and analysis of district data
- Utilize data sources to promote district/building goal setting and improvement strategies
- Support district and school personnel in the design and implementation of a Literacy Leadership Team
- Assist district and school personnel in the ongoing evaluation of the effectiveness of their school- wide reading model
- Collaboratively work with other professionals and literacy coaches in supporting the goals of the CLSD grant
- Prepare educators to use high-yield school improvement strategies in all content areas to raise student achievement and growth
- Develop/facilitate professional development for district administrators and teachers to support the implementation of Ohio's Plan to Raise Literacy (on-site and remotely)
- Demonstrate knowledge and application of evidence-based practices in the teaching of literacy
- Develop, lead, and provide follow up for high-quality, customized professional development
- Demonstrate experience in successfully working with diverse learners, including students with special needs, gifted students, and at-risk learners
- Facilitate and model evidence-based practices
- Serve as the Family Engagement Coordinator for the model sites
 - conduct parent and stakeholder training in evidence-based literacy skills (on-site and remotely)
 - plan and coordinate family engagement events
 - work with district stakeholders to build a bridge between home and school.
 - work with community partners to support early literacy development

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct

- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participate in professional development that relates to the position
- Operates standard office equipment including computers, word processing, spreadsheets, and communication software
- Seeks to be a leader in technology integration
- Stays current on education issues and initiatives

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention