

Glassboro Public Schools

Glassboro, New Jersey

JOB DESCRIPTION

Position Title: Literacy Coach

Reports to: Supervisor of English/Language Arts and Assistant Superintendent

Position Overview:

The Literacy Coach serves as both an instructional coach and professional development facilitator, driving student achievement and instructional effectiveness across K-12 classrooms. This dedicated coaching position strengthens multi-tiered instruction, increases reading proficiency, and supports diverse teacher and student needs.

As a master teacher and reading expert, the Literacy Coach will provide targeted professional development, coaching, and support in alignment with district curriculum and supplemental programs. As an instructional coach, the individual will collaborate with teachers to build capacity in evidence-based whole group, small group, and individualized instruction, supporting students as they learn to read and then read to learn.

This position is non-supervisory and does **not** include the evaluation of colleagues.

Key Responsibilities:

Instructional Coaching

- Support teachers in implementing effective, differentiated Tier I, Tier II, and Tier III instructional strategies to facilitate reading growth Pre-K through Grade Three and address deficits in all grade levels.
- Partner with teachers to model, co-plan, and co-teach reading instruction for various group sizes, including targeted support for struggling readers.
- Assist in the facilitation of district-wide Literacy Leadership Team (LLT) meetings and NJTSS meetings.
- Guide teachers in reflective practice through coaching cycles, professional learning communities (PLCs), and individual coaching conversations.

- Collaborate with teachers to develop, utilize, and strengthen formative assessments that monitor progress and provide accurate, actionable data to drive future instruction.

Teacher Leadership/Data Analysis

- Create, manage, and document a balanced coaching schedule.
- Deliver targeted professional development on whole and small group instruction for students identified for supplemental academic support, focusing on foundational reading skills (elementary) and literary analysis (secondary).
- Facilitate data analysis and collaborative planning to inform instructional decisions and promote a data-based culture.
- Use data warehousing platforms and presentation software to organize and present key information to staff, parents, students, and stakeholders.
- Communicate regularly with students, parents, and administrators regarding student progress, classroom progress, and grade level progress.

Qualifications:

- Valid New Jersey teaching certification. Reading Specialist and/or Orton-Gillingham certification preferred.
- Demonstrated expertise in early childhood literacy.
- Knowledge and/or training in The Science of Reading, LETRS training preferred.
- Strong interpersonal and communication skills, with the ability to foster trust and collaboration among colleagues.
- Experience in data-driven instruction and instructional coaching preferred.

Terms of Employment:

This is a ten (10) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

Evaluation:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.