



## PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

Position: **TOSA – Literacy Coach**

Reports to: Site Principal

Classification: Certificated

Work Year: 10 months/185 days

Salary: Certificated Salary Schedule

---

**DEFINITION:** Under the supervision of the site principal, the Literacy Coach is responsible for providing collaborative, and one-on-one support with teachers; for coaching learning facilitators in balanced literacy strategies; for providing staff development related to literacy. The Coach will guide literacy assessment data collection and assist to analyze, interpret, and use the data to create an intentional response to the data.

**ESSENTIAL FUNCTIONS:** *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

- Provide guidance and support (coaching, modeling, and collaborative planning) to individuals or teams, specifically related to learning loss mitigation and reading fluency.
- Provide practical support on a full range of reading, writing, and language development strategies, with an emphasis on K-2 grade levels.
- Conduct regular meetings with learning facilitators to examine learner work and monitor progress in order to support reflection and create urgency for intentional action plans which accelerate learning.
- Guide and/or participate in PLCs designed to analyze progress of striving readers and plan strategic action to teach and/or align additional reading interventions/service.
- Provide professional development and follow-up coaching to teach learning facilitators and paraprofessionals in the use of the identified reading/literacy instructional strategies.
- Oversee the site's literacy assessment procedures, training, and data collection; Collaborate with teams to ensure a strategic response to the data.
- Coordinate and provide supplemental reading services (as needed) to elementary students.
- Work with site administration and/or leadership teams to determine needs for improvement in the area of school wide literacy and develop a responsive plan that includes all stakeholders (if required).
- Assist and support district led professional development related to literacy and work with the district curriculum team on common district wide literacy goals.
- Fully participate in ongoing strategic professional development aligned to the Literacy Coach position and fully implement the learning outcomes.
- Conduct parental training and supports related to literacy development.

### **KNOWLEDGE AND ABILITIES:**

- Knowledge and ability to implement the elements of cognitive coaching
- Demonstrate an understanding of diagnostic, formative, and summative assessment
- Be able to communicate clearly in oral and written language
- Be able to work independently to complete assigned tasks
- Have excellent interpersonal skills
- Be interested in serving at various school sites throughout the district



## **PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

### **EDUCATION AND EXPERIENCE:**

- 3 or more years of classroom experience (K-12 preferred)

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Teaching Credential

### **ENVIRONMENT:**

- Classroom, itinerant, and office environment.

### **PHYSICAL REQUIREMENTS:**

- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Sit for extended periods of time
- Ascend and descend steps
- See for the purpose of reading student work, laws and codes, rules and policies, and other related matter, and observing students
- Hear and understand speech at normal levels
- Understand and carry out oral and written directions.
- Communicate so others will clearly understand normal conversation
- Communicate using the telephone
- Bend, twist, kneel and/or stoop
- Lift and carry 25 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems.

Adopted 3/2021