



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**  
**Job Description**

**Title:** Literacy Specialist - Coach

**Job Summary:** The goal of the K-5 Literacy Specialist is to work with teachers, the building principal, the K-5 Literacy Team and Department Head to actualize the district vision of equity and excellence in teaching and learning for all students. The K-5 Literacy Specialist's primary role is as a coach to teachers to increase instructional capacity and improve student achievement.

**Performance Responsibilities:**

Within schools, support and promote student agency and learning by *facilitating adult learning* through the following activities:

- Facilitating literacy learning lab structures, instructional cycles, and co-teaching consulting at Collaborative Team Meetings (CTMs)
- Facilitating school-based professional learning (e.g., coaching cycles, PLCs, faculty meetings) that supports district goals and is responsive to the needs of the specific school population
- Planning and facilitating collaborative classroom visits within and across schools
- Supporting teachers with learning and implementing the MTSS instructional cycle effectively so that *all students* learn and grow
- Partnering with Literacy Intervention Specialists around instructional decision making in literacy
- Collaborating on data team meetings
- Collaborating with the building principal to establish and maintain a shared vision for implementation of Tier 1 ELA instruction and the coordination of MTSS
- Supporting teacher and principal communication with families about literacy teaching and learning

Other district responsibilities include:

- Collaborate with K-5 Literacy Team on district wide curriculum and assessment initiatives
- Ensure equity is central in all instructional and curricular decisions
- Design and lead both schools based and district-wide professional learning under the guidance of the PreK-5 ELA Department Head
- Serve on district committees where applicable

**Qualifications:**

- Massachusetts DESE educator licensure
- SEI Endorsement

- Minimum 5 years successful elementary teaching experience & experience coaching and/or teaching at multiple grade levels
- Thorough knowledge of 2017 MA English Language Arts Framework
- Strong knowledge of the MTSS process and literacy development
- Strong content knowledge in reading, writing and pedagogical practices for K-5 students
- Proficiency with mCLASS/DIBELS 8th, NWEA MAP(Reading) assessment and *Heggerty, Foundations and Units of Study in Reading and Writing* curriculum
- Ability to collect and analyze data in order to inform instructional decision making and help teachers engage with data to impact student learning and growth
- Understanding of effective professional learning and coaching strategies targeted at increasing teacher instructional capacity
- Ability to build professional relationships and inspire trust and confidence with colleagues
- Highly motivated self-starter who can work independently as well as collaboratively with teachers, principals, other K-5 Literacy Specialists, and the Department Head
- Strong communication skills

**Evaluated by:** Department Head of PreK - Grade 5 Literacy

**Work Year:** In accordance with the terms of the WEA Unit A collective bargaining agreement

**Salary/Benefits:** In accordance with the terms of the WEA Unit A collective bargaining agreement

**Physical Demands:**

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 will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

**Non-Discrimination Statement:**

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

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