

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EARLY LITERACY COACH

BASIC FUNCTION:

Under the direction of the Director of Early Childhood Education, assist with the planning, implementation, and organization of the Early Reading First grant program, Early Success for Children's Achievement of Language and Early Reading Acquisition (ESCALERA); to promote language and literacy development for preschool students. Provide early literacy training and continued coaching for staff and facilitate parent education workshops.

REPRESENTATIVE DUTIES:

Provide extensive training and classroom coaching for preschool teachers and preschool teacher assistants for early literacy and language development. *E*

Assist with the planning, implementation and organization of specified grant programs to facilitate language and literacy development for preschool students. *E*

Assist with coordination and implementation of a staff development plan for early literacy. *E*

Facilitate parent education workshops on topics relating to early literacy and language development. *E*

Involve parents in the educational process of their children. *E*

Participate in the analysis of the program data and assist in making improvements as requested. *E*

Remain current with advancements and new research on early literacy and language development issues. *E*

Differentiate instruction for English Learners, special needs and other students in an early childhood setting. *E*

Attend meetings and participate in workshops, conferences and a variety of professional growth activities as required. *E*

Maintain records and reports as required by District policies and government regulations. *E*

Perform related duties as required.

Ref. 9.a

**October, 2007
Personnel Commission Approval**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Staff development techniques as related to early literacy and language development.
Training and coaching methodologies.
Parent education techniques.
Current Scientifically Based Reading Research relating to preschool-age children.
Teaching techniques for pre-kindergarten, kindergarten and/or early primary grade students.
Current research on curriculum, instruction, and assessment relating to early literacy instruction in early childhood education.
Child development and brain-based learning research.
Second language development theories and instructional techniques for English Learners.
Strong leadership skills and good listening skills.
Methods of observing, evaluating and recording child behavior and development.
Record keeping and report preparation techniques.
Effective oral and written communication skills.
Applicable laws, codes, rules and regulations.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Principles and practices of training and providing work direction to others.
Operation of a variety of office equipment including computers and appropriate software.

ABILITY TO:

Assist in the implementation of a staff development plan for early literacy.
Train and coach staff regarding early literacy and language development.
Instruct and enlighten parents regarding early literacy and language development.
Maintain effective communication skills.
Build trust and work cooperatively with teachers, administrators, parents, staff and the community.
Demonstrate leadership, organization and community involvement skills.
Perform research on curriculum, instruction, and assessment relating to early literacy.
Differentiate instruction for English Learners, special needs and other groups of students in an early childhood setting.
Work well with children and adults.
Demonstrate initiative and resourcefulness.
Respond to questions and inquiries from parents, students, teachers and the community.
Establish and maintain effective working relationships with those contacted in the course of work.
Interpret and implement rules, laws and policies.
Prepare reports and keep records.
Communicate effectively orally and in writing.

Ref. 9.b

EDUCATION AND EXPERIENCE

Equivalent to: Master's Degree in Reading/Language Arts with emphasis on Early Literacy, or Early Childhood Education with coursework in Early Literacy/Language Development, or other degree directly related to Early Literacy and Language Development and a minimum of three (3) years of recent classroom teaching experience in pre-kindergarten, kindergarten and/or early primary grades.

LICENSES AND OTHER REQUIREMENTS:

Current California Child Development Teacher Permit (or higher)
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor working environment

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials and observe children.
Standing or walking for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting and carrying moderately heavy objects or children.
Reaching overhead, above the shoulders or horizontally.

Ref. 9.c