

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
SEABROOK, NEW JERSEY**

**JOB DESCRIPTION**

**LITERARY COACH**

**JOB GOAL**

To help provide an instruction and learning environment which fosters literacy achievement at the high school level.

**SUPERVISES**

Students.

**QUALIFICATIONS**

1. Valid New Jersey Educational Certificate.
2. Demonstrated ability to provide leadership in the development of literary strategies and training program.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Provides leadership and coordination of reading and writing strategies across the curriculum in all content areas; observes reading and writing instruction in classrooms, consults with teachers regarding strategies, and coaches teachers in use of strategies.
2. Assists to determine the reading and writing abilities of students and to identify those needing remediation or enrichment.
3. Monitors student progress toward state standards and district objectives of reading and writing instruction; develops and maintains records and reports as necessary.
4. Plans and administers a program to provide remedial and advanced reading instruction.
5. Develops lesson plans and instructional materials and provides individual and small group instruction in order to meet the needs students.
6. Interprets student needs and reading progress to classroom teachers.
7. Evaluates the district's reading literacy efforts and makes recommendations for improvements as appropriate.
8. Recommends adoption and use of varied reading instruction materials.
9. Plans and conducts in-service workshops pertinent to methods and materials appropriate to various levels of reading instruction.
10. Consults with members of the child study team at individual case conferences as requested.
11. Interprets reading test results to the administration, teaching staff and the community.
12. Participates in school-level planning, faculty meetings, committees and other school system groups.
13. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
14. Upholds and enforces school rules, administrative regulations and procedures, and policies/regulations of the Board of Education.
15. Performs other duties within the scope of his/her employment and certification as may be assigned.

**ESSENTIAL SKILLS/ABILITIES**

1. Ability to model strategies and coach faculty in reading and writing literacy techniques.
2. High integrity and ethical standards.
3. Ability to maintain a positive learning environment.
4. Excellent verbal and written communication skills.
5. Strong interpersonal and communication skills.
6. Excellent organizational skills and attention to detail.
7. Creative analytical and problem-solving skills.
8. Proficiency with technology resources.
9. Regular attendance.
10. Must be able to traverse school facility/grounds and lead students to safety in the event of an emergency.

**REPORTS TO**

Principal/Director of Curriculum.

**TERMS OF EMPLOYMENT**

Work year and salary to be determined by the Board of Education.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

\*This job description is subject to change at any time.

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APPROVED BY:	<b>Cumberland Regional Board of Education</b>
DATED:	<b>May 8, 2008</b>
AMENDED:	<b>February 12, 2009</b>
AMENDED:	<b>May 27, 2021</b>

**Legal References:**

<u>N.J.S.A.</u>	7F		Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u>	9:2.4.2		Children's records
<u>N.J.S.A.</u>	18A:6-7.1	<u>et seq.</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u>	18A:6-10		Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u>	18A:16-2		Physical examinations; requirement
<u>N.J.S.A.</u>	18A:25-2		Authority over pupils
<u>N.J.S.A.</u>	18A:26-1		Citizenship of teachers, etc.
<u>N.J.S.A.</u>	18A:26-1.1		Residence requirement prohibited
<u>N.J.S.A.</u>	18A:26-2		Certificates required; exception
<u>N.J.S.A.</u>	18A:27		Employment and contracts
<u>N.J.S.A.</u>	18A:28-3		No tenure for noncitizens
<u>N.J.S.A.</u>	18A:28-5		Tenure of teaching staff members
<u>N.J.S.A.</u>	18A:28-8		Notice of intention to resign required
<u>N.J.A.C.</u>	6:3-3.1	<u>et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C.</u>	6:3-4A.4		Requirements of physical examinations
<u>N.J.A.C.</u>	6:3-4.1	<u>et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C.</u>	6:3-5.1	<u>et seq.</u>	Seniority
<u>N.J.A.C.</u>	6:8		Thorough and efficient system of free public schools
<u>N.J.A.C.</u>	6A:7		Managing for equality and education in education
<u>N.J.A.C.</u>	6A:8		Standards and assessment
<u>N.J.A.C.</u>	6A:9		Professional licensure and standards
<u>See particularly:</u>			
<u>N.J.A.C.</u>	6A:9-3.3		Professional standards for teachers
<u>N.J.A.C.</u>	6A:9-5		General certification policies
<u>N.J.A.C.</u>	6A:9-8		Requirements for instructional certificate
<u>N.J.A.C.</u>	6A:9-13.13		Reading Specialist
<u>N.J.A.C.</u>	6A:9-15		Required professional development for teachers
<u>N.J.A.C.</u>	6A:16		Programs to support student development
<u>N.J.A.C.</u>	6A:32-7		Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.

Every Student Succeeds Act