

**Literacy Coordinator**  
**1.0 FTE – One-year term position - Level Two**

Reporting to the on-site principal and the District designate, the Literacy Coordinator will function as a member of an interdisciplinary team charged with providing fluid and flexible literacy (reading, writing, and oral language) support(s) to students and teachers in their assigned schools and across the district.		
<b>Functions</b>	<p>Operating within a multi-tiered system of support , the Literacy Teacher will assist school staff <u>across the district</u> by:</p> <ul style="list-style-type: none"> <li>• Instruction and Assessment of students around targeted literacy intervention;</li> <li>• Coordinating and facilitating the school's literacy intervention program;</li> <li>• Collaborating with teachers individually to identify the literacy needs of students, to set learning goals and targets, and to problem solve with teachers to develop best practices for continuous academic growth of students in literacy;</li> <li>• Assisting teachers with the collection of data using District Common Formative Assessments, analysis of data results, and supports the sharing of findings with all staff;</li> <li>• Review student achievement and assist with placing students in appropriate reading and writing intervention and support services in collaboration with SBT;</li> <li>• Assist staff and students using software and materials related to literacy programs;</li> <li>• Meet regularly with the classroom teachers to plan literacy instruction that correlates with the individual student's needs or as requested by the classroom teacher;</li> <li>• Provide professional learning opportunities to enhance knowledge of pedagogy and content, especially literacy;</li> <li>• Perform other duties and responsibilities related to literacy as assigned by supervisor/s.</li> </ul>	
<b>Employment Requirements</b>	<b>Professional Certification</b>	Certification with the Teacher Regulation Branch
	<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• A Bachelors' Degree in education or equivalent</li> <li>• Literacy Specialist Training; Reading Specialist Training, would be an asset</li> <li>• Master's in Education (M.A. or M.Ed.) or related field would be an asset</li> </ul>
	<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Diverse K-12 teaching experiences that reflect a commitment to advancing innovative instruction and assessment practices.</li> <li>• A minimum of 5 years successful teaching experience.</li> <li>• Proven leadership, organizational and communication skills.</li> <li>• Demonstrated expertise in organizing and delivering in-service programs.</li> <li>• Demonstrated ability to work effectively with teachers, parents, school administrators, and community agency personnel.</li> <li>• Demonstrated experience in evidence-based decision making; compare, interpret, analyze and generate data and apply basic principles of statistics.</li> <li>• An in-depth understanding of current trends in instructional and assessment practices, curriculum implementation and improving student learning, as it pertains to literacy instruction.</li> <li>• Knowledge and understanding of the effects of colonization and its impact on teaching and learning in today's schools. Experience integrating Indigenous perspectives into the curriculum together with practicing Indigenous ways of teaching and learning;</li> <li>• Experience in organizing staff development activities.</li> <li>• The ability to lead inquiry based learning across all levels of learning in the district</li> <li>• Human relations skills, flexibility, perseverance.</li> <li>• Experience supporting teachers in professional growth and development.</li> <li>• Commitment to systemic change.</li> </ul>

Applications should include a detailed personal résumé, a brief statement of philosophy and any other relevant supporting documentation. This is a position of special responsibility and will be filled by competition.