

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES JOB

DESCRIPTION

POSITION TITLE: **Regional Literacy Coach Project Coordinator**

DEPARTMENT/PROGRAM AREA: Professional Development

IMMEDIATE SUPERVISOR: Special Education Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

Provide literacy support for instructors and students in BOCES' member districts. Focus on working with district administrators to create and implement personalized literacy intervention plans. Additionally, the Regional Literacy Coach Project Coordinator will provide individual and group professional development around literacy instruction. In order to meet this purpose, the Regional Literacy Project Coordinator will provide personalized support based on the goals and identified needs of individual students, teachers, and schools/districts.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. Valid Colorado teaching license.
2. Prefer a Master's degree in Education.
3. Experience/knowledge of computers, software, Internet and e-mail.
4. Experience coaching and collaborating with teachers.
5. Experience/knowledge of Lindamood-Bell® sensory-cognitive programs.
6. Ability to plan for and facilitate professional development focused on
7. Lindamood-Bell® sensory-cognitive programs.
8. Understanding of identified assessments including administration, scoring and
9. interpreting results.
10. Experience/knowledge of interpreting data to evaluate and diagnose individual
11. student literacy needs.
12. Strong written and oral communication skills.
13. Excellent interpersonal skills and flexible, responsive work style
14. Knowledge and understanding of best practices related to serving the needs of diverse student populations.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES

Coordinate implementation of literacy intervention across 14 different school districts.

1. Monitor implementation of literacy intervention and communicate recommendations to building administrators.
2. Assist, coach and provide ongoing professional development for instructors who have attended a Lindamood- Bell® workshop.
3. Evaluate, diagnose and make appropriate recommendations for the learning needs of individual students and groups.
4. Deliver Lindamood-Bell® sensory-cognitive programs to individual students and small groups.

5. Manage instructional pacing of students with varying needs in an intensive intervention setting.
6. Communicate recommendations and progress of students to building administrators, teachers and parents.
7. Work cooperatively and collaboratively with other professionals in planning instruction to meet the needs of diverse learners.
8. Plan and coordinate annual Lindamood- Bell® workshop hosted either virtually or in-person.
9. Maintain ongoing partnership between San Luis Valley BOCES, its member districts and Lindamood-Bell Learning Processes.
10. Provide a monthly Literacy Support update to the Superintendent's Advisory Council.

#### IV. EVALUATION PROCEDURES

The position will be evaluated using procedures outlined and defined by the San Luis Valley BOCES' policies and procedures

#### V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the San Luis Valley BOCES's Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary, number of contracted days (work year), applicable benefits and position assignment of the employee.

VI. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

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READ AND REVIEWED BY EMPLOYEE ON: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

Executive Director Approval Date \_\_\_\_\_

