



JOB TITLE: Elementary Literacy Coach – K-3

REPORTS TO: Building Principal

JOB FUNCTION: The Elementary Literacy Coach is responsible for collaborating with educators in all 3 elementary buildings in Benzie Central Schools to identify instructional and curricular needs, set goals, problem-solve, analyze data, and model lessons. Below is a list of responsibilities that are expected from this position but are not limited to

APPLICATION DEADLINE: Until Filled

DISTRICT DESCRIPTION: Benzie Central Schools serves over 1,200 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. The Early Childhood program is housed in Lake Ann Elementary, Homestead Hills Elementary and Betsie Valley Elementary consisting of programs serving 3 and 4-year old's in partnership with GSRP and Head Start. There are six villages in the district, which is also convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades K-5, a middle / high school serving grades 6-12, and an alternative setting high school.

DUTIES AND RESPONSIBILITIES:

- Model and Coach lessons
- Collaborate with educators to identify concerns, set goals, and solve problems.
- Help create teaching materials and instructional techniques
- Interpret and analyze data to make instructional planning decisions
- Provide consistent training for para support
- Support and lead Title teachers
- Ensure a system for testing and progress monitoring
- Write grants that pertain to BCCS and the goals we are trying to achieve
- Be a present and active member of TCR's
- Other Duties as assigned

COMPETENCIES & ADDITIONAL QUALIFICATIONS AND REQUIREMENTS:

- Excellent teamwork skills
- The ability to problem-solve and be solution-oriented
- Excellent Written and Communication Skills

- The ability to positively influence others
- Bachelor's Degree or higher in Education
- Hold a valid Michigan teaching certificate
- Minimum of 5 years teaching experience in grade levels K-3

PREFERRED QUALIFICATIONS:

- LETRS Trained
- Reading Masters or Reading Specialist or a major or minor in Reading
- Coaching Experience or Coaching Training
- Prior use or knowledge of the District Approved Reading Curriculum

Interested applicants should submit an application online and attach materials including a resume and cover letter at <https://northwested.tedk12.com/hire/index.aspx>