



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Coordinator of Early Childhood Literacy
Payroll/Personnel Type:	12 Month
Reports to:	Director of Early Childhood

Position Summary:

St. Louis Public Schools is seeking an Early Childhood Literacy Coordinator to serve under the supervision of the Early Childhood / Early Childhood Special Education Office. The Early Childhood Literacy Coordinator will be instrumental in assisting teachers in improving Kindergarten Readiness practices and K-2 grade teachers and students to close achievement gaps in 3rd grade provide direct assistance to Pre-K students to ensure that a significant increase in student achievement will occur as measured by the desired results development profile comprehensive assessment.

Essential Functions:

- Provide teachers with specific instructional strategies for student intervention or enrichment related to communication arts and math skills
- Provide support to teachers by effectively modeling, teaching, affirming, supporting, observing, and providing constructive feedback to instructional staff
- Provide support to students by observing, instructing, progress monitoring/assessing and providing instructional feedback so students own their data and can transfer learning to changing contexts and content
- Assist teachers in organizing and selecting research-based learning strategies and processes that support constructivist instruction, are aligned to the common-core standards, and support the District curriculum
- Assist teachers in identifying and implementing research-based constructivist teaching strategies that support individual student learning needs
- Identify and assist teachers in implementing methods for motivating students to engage in effort-based work that is cognitively challenging leading to increased student academic achievement in communications arts and math content areas
- Monitor classroom instructional activities in a non-evaluative manner and maintain open communication with school and district staff regarding challenges, achievement, or supports needed
- Meet with the principal weekly to determine focused learning objectives for grade-levels, individual classrooms or specific content areas, plan weekly activities, report on progress, challenges, and/ or supports needed
- Maintain a weekly log that delineates clearly stated objectives for classroom, teacher, specific work, and future plans
- Log will be submitted weekly to principal and District supervisor
- Facilitate on-going collaboration with teachers to monitor, support, and adjust teaching strategies to ensure equity and excellence/achievement for all students
- Participate in on-going professional development and learning to hone and develop skills, knowledge and processes that support learning, instruction, and the requirements of the position
- Deliver professional development to teachers using methods proven effective through research and practice
- Guide teams of teachers and individual teachers in analyzing student data to develop student learning goals by grade level/ content and identify best instructional practices

- Implement a system for evaluation and interpretation of test data to improve the quality of student instruction
- Function effectively as a member of a team and as a team leader to work with teachers, principals, and district staff
- Work effectively to help teachers selecting strategies and resources for involving parent in the academic achievement process of their children
- Work effectively with students to enhance the instructional process
- Engage in diagnostic teaching to support teachers with struggling students. Based on the diagnostic teaching, Early Childhood Literacy Coordinator will develop with the classroom teacher an intervention plan with an accompanying progress monitoring plan that is aligned to classroom instruction to ensure student progress and achievement
- Support all staff members in aligning small group interventions with classroom instruction
- Lead the intervention teams to assess, plan, progress monitor, and refine as necessary focused instructional interventions
- Provide professional development for all staff in implementing appropriate interventions
- Keep abreast of researched-based instructional practices and interventions
- Other instructional duties as designed by the Assistant Superintendent for Early Childhood & Early Childhood Special Education

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to take learning to practice in order to develop teacher capacity and student growth

Experience:

- A minimum of three years of related Early Childhood teaching
- Experience working in a position as a trainer, mentor or other position that requires formalized support and training of teachers in order to improve their teaching skills in ELA & Math
- Experience in guiding adult learners
- Evidence of providing professional development for teachers/ other professionals
- Evidence of developing student achievement in ELA & Math
- Evidence of working with struggling students in reading and / or math and positively impacting student achievement

Education:

- Bachelor's Degree (required)
- Master's Degree (required)
- Missouri Certification in Early Childhood Education
- Missouri Certification in K-8 Reading or Math

Physical Requirements:

- Must be physically able to operate a motor vehicle



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- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date
_____ Immediate Supervisor	_____ Date
_____ Human Resources	_____ Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.