



## **K-5 Instructional Coach**

**Job Title: Literacy Coach**

**Reports to: ICAGeorgia Principal**

**Approved by: ICAGeorgia Board**

### **SUMMARY**

ICAGeorgia seeks a qualified and passionate Literacy Coach to serve as an instructional leader dedicated to improving literacy outcomes for all students. All employees and volunteers work together to fulfill ICAGeorgia's mission statement. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position; however, ICAGeorgia expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and outstanding outcomes for students.

The Literacy Coach reports directly to the Principal and works closely with the Principal to implement the school's literacy vision, strengthen instructional practices, and build teacher capacity through collaborative coaching, professional learning, and data-informed decision making. The Literacy Coach partners with teachers, instructional leaders, interventionists, and support staff to ensure high-quality literacy instruction aligned with Georgia standards, evidence-based literacy practices, the Science of Reading, and ICAGeorgia's instructional framework.

The Literacy Coach serves in a non-evaluative coaching capacity designed to strengthen teacher practice and improve student literacy outcomes. Formal evaluation and supervision of teachers remain the responsibility of school administration.

### **RESPONSIBILITY**

- Collaborate closely with the Principal to develop, implement, monitor, and refine the school's literacy vision and improvement priorities.
- Collaborate with the Principal to implement ICAGeorgia's Unified Literacy Plan and support compliance with applicable Georgia literacy legislation, State Board requirements, required assessments, and reporting expectations.
- Assist the Principal in establishing annual literacy goals aligned with the School Improvement Plan and identified student and instructional needs.
- Serve as a member of the school's instructional leadership team and actively participate in academic planning, data meetings, professional learning communities, and school improvement efforts.
- Provide non-evaluative instructional coaching through individualized coaching cycles that may include collaborative planning, classroom modeling, co-teaching, observation, reflective feedback, and follow-up support.
- Spend the majority of the workday providing direct instructional coaching and classroom support to teachers and students.

- Model effective evidence-based literacy instruction and classroom practices that promote student engagement, independence, and academic achievement.
- Support implementation of evidence-based literacy curriculum and instructional practices with fidelity and alignment to the Science of Reading and structured literacy principles.
- Analyze universal screening, benchmark, diagnostic, classroom, and progress-monitoring data to identify school-wide and classroom instructional priorities.
- Collaborate with teachers to use student data to differentiate instruction and develop appropriate instructional responses for students who are not meeting grade-level literacy expectations.
- Assist teachers in developing and monitoring literacy interventions within ICAGeorgia's Multi-Tiered System of Supports (MTSS), including intervention groups, literacy bootcamps, and other targeted supports.
- Collaborate with special education, ESOL, intervention staff, and classroom teachers to ensure coordinated literacy supports that address the diverse learning needs of students.
- Design and facilitate professional learning based on school improvement priorities, student achievement data, classroom observations, and identified teacher needs.
- Provide professional learning and ongoing support in areas including the Science of Reading, structured literacy, foundational reading skills, vocabulary, comprehension, writing instruction, differentiation, and other evidence-based literacy practices.
- Support beginning and developing teachers through mentoring, individualized instructional coaching, modeling, and ongoing classroom support.
- Assist the Principal in monitoring school-wide implementation and fidelity of literacy initiatives, instructional practices, and improvement goals while maintaining the non-evaluative nature of the coaching relationship.
- Develop resources and learning opportunities that help families support literacy development at home and strengthen the partnership between school and families.
- Support and coordinate family literacy events, workshops, and other literacy-focused engagement opportunities as appropriate.
- Evaluate the effectiveness of literacy initiatives and interventions and provide recommendations to the Principal for continuous improvement.
- Prepare and maintain appropriate literacy data, coaching documentation, intervention records, implementation information, and reports needed to monitor progress toward school literacy goals.
- Communicate regularly with the Principal regarding school-wide literacy trends, instructional needs, coaching priorities, intervention outcomes, and recommended next steps.
- Foster a professional culture of collaboration, reflection, continuous improvement, collective responsibility, and high expectations for student achievement.
- Maintain current knowledge of literacy research, evidence-based instructional practices, Georgia literacy requirements, and professional learning related to effective literacy instruction.
- Perform other duties as assigned by the Principal consistent with the purpose and responsibilities of the position.

## **QUALIFICATION**

- Bachelor's Degree from an accredited college or university required; Master's Degree preferred.
- Valid Georgia Professional Teaching Certificate.
- Minimum of five years of successful classroom teaching experience, preferably in elementary grades K–5.

- Demonstrated expertise in literacy instruction, intervention, and evidence-based reading practices.
- Strong understanding of the Science of Reading, structured literacy, foundational literacy skills, dyslexia awareness, and effective reading and writing instruction.
- Demonstrated ability to analyze student achievement data and translate findings into instructional actions.
- Knowledge of MTSS, intervention planning, progress monitoring, and differentiated instruction.
- Excellent coaching, communication, collaboration, facilitation, and leadership skills.
- Ability to establish trusting and productive professional relationships with teachers while maintaining appropriate confidentiality.
- Ability to provide constructive instructional feedback and support professional growth in a collaborative, non-evaluative manner.
- Strong organizational skills and ability to prioritize and manage multiple responsibilities.
- Commitment to continuous professional learning and improvement.
- Must support ICAGeorgia's mission, philosophy, instructional model, and commitment to educating the whole child.
- Must pass all required criminal background checks and fingerprinting.

### **PREFERRED BUT NOT REQUIRED QUALIFICATION**

- Experience implementing GSE in elementary grade classrooms
- Experience teaching with student centered, inquiry-based methods
- ESOL Endorsement

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is frequently required to stand, walk, and run. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. ICAGeorgia is a dynamic school subject to changing work environments, adaptation of new educational principles and values, and shifting culture; therefore, adaptability to change is essential.

Position Type: Full-time Exempt

Employment Category: Certified Employee

Term: School Year 2027

Salary Range: \$63,175.50 - \$94,052.70

Position Available: 1

Job Category: Instructional Coach

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