

**Position: District Literacy Teacher Coordinator**

**Position Description:**

The District Literacy Teacher Coordinator is a member of the Innovative Learning Team in a Position of Special Responsibility working under the direction of the District Principal, Innovative Learning. This position works collaboratively with district and school staff in building capacity to support and improve intermediate, middle years, and secondary literacy through leading, organizing and offering professional learning to staff in School District No.8.

This position requires an enthusiastic, energetic, experienced and dedicated educator. This assignment is a district position with responsibilities to schools and staff throughout the district.

A Position of Special Responsibility allowance will be assigned to this position in accordance with the current KLTF/SD8 Collective Agreement.

**Duties and Responsibilities of a District Teacher Coordinator:**

* Leading district curriculum implementation initiatives;
* Planning, organizing and implementing district professional learning opportunities;
* Coordinating the organization and dissemination of information from the Ministry;
* Recommending implementation strategies to the District Principal - Innovative Learning;
* Consultation with support staff, teachers, counselors, district staff and administrators;
* Collaboration with other district coordinators on key district initiatives;
* Liaison with personnel from other school districts;
* Providing onsite support and assistance to classroom teachers;
* Assisting schools in the design and implementation of school-based staff development activities;
* Participating in district committees;
* Other related duties as assigned by the District Principal – Innovative Learning.

**Specific Duties and Responsibilities of the District Literacy Teacher Coordinator:**

* Leading district curriculum implementation initiatives through an equity lens and a focus on priority learners.
* Developing curriculum resources and providing ongoing supports to teachers regarding literacy teaching and learning, including curation of resources on district professional learning resource site.
* Facilitating district events, activities, and district professional learning opportunities.
* Implementing evidence-based literacy programs and assessments.
* Assisting the facilitation of the literacy community of practice, supporting demonstration classrooms of best practice in literacy assessment, and other job-embedded professional learning.
* Supporting implementation of a district intermediate and middle years literacy framework and assessment.
* Supporting provincial assessment instrument implementation and collaborative marking.
* Assisting with data and evidence collection and analysis.
* Facilitating Parent Engagement events for intermediate and middle years literacy.

**Minimum academic qualifications/experience:**

* Professional teaching certificate as recognized by the BC Ministry of Education and Child Care
* Master’s degree in education, specifically curriculum and instruction or related degree
* Specialized advanced relevant university-level graduate coursework that demonstrates the extensive training and experience in literacy pedagogy
* Exemplary teaching record, with at least five years of classroom teaching experience at the intermediate to secondary level
* Extensive experience leading school and district initiatives
* Extensive training and experience in literacy pedagogy
* Sound demonstrated use of formative assessment strategies
* Exemplary leadership, interpersonal, organizational and consultation skills
* Possession of a current valid BC Driver’s License.

**Specific Additional Qualifications:**

Specialized advanced relevant university-level graduate coursework/traditional teachings and experience that demonstrates the following:

* Extensive training and experience in literacy and/or language pedagogy
* Extensive experience leading school or district literacy initiatives

**Competencies:**

* Cultural humility
* Highly collaborative
* Critical and Analytical
* Inquiry mindset
* Independent and initiative driven
* High-Level Integrity
* Problem Solving

**In addition, the following experiences are preferred:**

**Schedule:**

Minimum work schedule is from 8:00 am - 4:00 p.m. Monday to Friday. Due to district travel, presentations, meetings, and work commitments, schedule adjustments will arise outside of the work hours and be determined by the District Principal of Innovative Learning. Travel throughout the district is required.

**Notes:** The District Literacy Teacher Coordinator works under the supervision to the District Principal - Innovative Learning.