



Job Description

Literacy Coach/Librarian (Elementary)

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

Purpose of Role

The Elementary School Literacy Coach/Librarian is a full-time position that supports and fosters high quality literacy learning in the Elementary School. This is achieved by engaging with teachers to implement high impact instructional strategies as well as curating and maintaining library resources in order to develop a growing library programme. This role is intended to last a maximum of two years, after which the aim is to separate it into two full-time roles: an Elementary Instructional Coach and Elementary School Librarian. This position is under the direct supervision of the Elementary School Principal and serves as a member of the Elementary Pedagogical Leadership Team.

Literacy Coaching Responsibilities

- Develops and supports a culture of continuous growth and reflective practice among teachers.
- Develops safe environments for collegial conversations on teaching practices.
- Builds trusting relationships with teachers in order to allow for rigorous conversation, reflection, and inquiry around teaching practices.
- Works alongside teachers in classrooms, co-teaching, demonstrating instructional strategies and supporting teachers as they implement aspects of the Balanced Literacy approach.
- Organises and provides teachers with ongoing opportunities to learn from and with each other, including collaborative analysis of student work.
- Assists and collaborates with teachers in evaluating students' literacy needs based on assessment data, in order to design instruction to meet those needs.
- Designs and facilitates professional learning opportunities tailored to address school-wide literacy goals and initiatives, as well as individual professional goals.
- Trains teachers on various assessment practices and tools in the area of literacy.
- Assists teachers in the process of embedding assessments into daily instructional activities.
- Coordinates and gathers literacy resources and student data, including instructional resources and assessment materials.
- Attends team meetings as necessary to participate in literacy planning and related instructional opportunities.
- Leads parent education to improve home/school partnership regarding literacy through meetings, workshops and the development of support materials.
- Coordinates and communicates with the Elementary School Principal on all aspects related to literacy learning.

Librarian Responsibilities

- Works in collaboration with the Head Librarian and Whole School library team to ensure access to high quality reading material for elementary school students.
- Curate, organise, manage, catalogue and grow the Elementary library collection to ensure its effective use by classes, groups and individuals.



Verdala
INTERNATIONAL SCHOOL

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- Make recommendations for the purchase of literary resources that improve literacy learning in the Elementary School.
- Collaborate with teachers to ensure the integration of the library's resources into the curriculum.
- Participate in and execute the plan resulting from an audit of the library services.
- Other duties as assigned.

Professional Attitudes, Skills and Dispositions

- Strong interpersonal skills; demonstrated ability to work collaboratively with others and engage all stakeholders.
- An ability to support and develop strong professional relationships and a culture of learning.
- Excellent communication skills.
- Demonstrated ability to provide high quality professional learning experiences in the area of literacy.
- Effective organisational and time management skills.

Experience and Qualifications

- Current teaching certificate.
- Literacy/Instructional coaching training and experience (preferred).
- Experience using the *Balanced Literacy* approach in elementary school.
- Expertise in the use of the *Reading and Writing Workshop* model.
- Experience leading professional development in the area of literacy for both staff and parents.