
JOB DESCRIPTION: LITERACY COORDINATOR

DEPARTMENT:	Instruction-FLVS FT	REPORTS TO:	Staff Development Director
JOB CLASS:	Instructional Program Coordinator	PAY GRADE:	Instructional Program Coordinator
EXEMPT STATUS:	Exempt	DATE:	6/13/1017

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Literacy Coordinator will coordinate efforts between FLVS and representatives of the Florida Department of Education (DOE), Just Read Florida Program. The Literacy Coordinator will work in collaboration with the Director of Staff Development to annually review and update the school wide comprehensive reading plan, review and update three-year ELL Plan, and coordinate the implementation of the school's Reading Program in an effort to attain school goals and maximize student achievement. The Literacy Coordinator reviews literacy fund needs, analyzes literacy fund requests, and determines if requests meet within DOE budgetary guidelines. The Literacy Coordinator supports, models, and continuously implements scientifically based reading research (SBRR) in instructional programs to ensure literacy instructional support for all students.

The Literacy Coordinator provides reading, writing, speaking, listening, viewing, and thinking support through professional development opportunities and promote reflective conversations with teachers in an online reading environment. The Literacy Coordinator coordinates initiatives that assist in shifting instructors' practice to better understand critical pedagogy and the need for change based on student evidence through facilitation, observations, co-learning and reflective conversations, which entail action planning to improve instruction and student achievement. It is critical that the Literacy Coordinator understands the district comprehensive reading plan, response to intervention, progress monitoring, and serves as an advocate for literacy for online students.

ESSENTIAL POSITION FUNCTIONS:

- Coordinate FLVS efforts to comply with legislative mandates regarding reading and ESOL programs, including certifications and endorsements
- Serve as FLVS's primary point of contact for the Just Read Florida program
- Act as a liaison between FLVS and FL DOE related to literacy initiatives and administrative paperwork and processes
- Monitor and maintain essential DOE literacy related plans
- Review and analyze literacy requests and determine eligibility of requests under DOE budgetary guidelines
- Review organizational program needs in order to suggest proven literacy related innovations
- Support teachers in their learning and application of new knowledge and instructional practices in reading, writing, listening, viewing, and thinking (learning as a process across content areas)

- Facilitate a variety of professional development
- Ensure the goals of the district comprehensive reading plan are met in assigned schoolhouses in collaboration with Instructional Leaders
- Coordinate literacy team monthly meetings
- Work collaboratively with director to discuss processes, initiatives, ideas, and workflow and create new initiatives with cross-team collaboration
- Discuss organizational and team goals and literacy data with director and participate in team calls
- Support State and District professional development with both in-person and virtual sessions
- Serve as a liaison with state and national organizations to keep abreast of best practices in literacy instruction
- Serve as chairperson for the Reading Leadership Team
- Work with and/or teach small groups of students to maintain credibility through demonstrations and obtain data that supports online learning to help advance the literacy team's support in instruction
- Coach, model, and provide observational lessons to improve student achievement in literacy
- Initiate a variety of support mechanisms for Struggling Readers and English Language Learners
- Participate, present, and showcase Literacy Team in ongoing content team meetings and Instructional Leader schoolhouse meetings
- Maintain and update Virtual Library, Literacy Centers, 3DT, and other on-line literacy resources
- Ensure FLVS compliance with legislative mandates regarding reading programs and documentation
- Collect, analyze, and present assessment and literacy data; leverages on expertise and resourceful resources within the Literacy Team for additional review and analysis
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's degree with a concentration in education
- Valid Florida Professional Teaching Certificate
- Reading Endorsement or Certification
- Endorsement or certification in assigned subject area, preferred
- Experience with DOE guidelines and requirements, preferred

Experience:

- Three years' teaching experience; online teaching experience preferred
- Experience, certification and/or degree in ESOL and ESE preferred
- Experience across multiple subject areas and grade levels preferred
- Experience writing district literacy and reading plans preferred

Knowledge, abilities and skills:

- Excellent verbal and written communication skills
- Solid knowledge of government, corporate, and grant writing requirements and the proven ability to meet them
- Excellent grammar, writing, editing and research skills
- Highly organized individual, capable of handling multiple priorities, meeting deadlines, and managing time effectively.
- Ability to successfully gather necessary information from a wide variety of people in an efficient and effective manner
- Ability to work independently as well as an effective team player
- Access to reliable transportation; some travel may be required

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i></p>
SELF KNOWLEDGE	PLANNING

<i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	<i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
<p style="text-align: center;">ORGANIZING</p> <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	<p style="text-align: center;">PROBLEM SOLVING</p> <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
<p style="text-align: center;">DRIVE FOR RESULTS</p> <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.