

Literacy Coach (Elementary)

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Coordinator for Elementary Language Arts, the Literacy Coach promotes access and equity for all students by providing direct instructional support to teachers, designing, and implementing comprehensive school-based professional development, and creating K-5 curriculum and assessment resources aligned to grade-level standards.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides direct support to language arts teachers aligned with the *Strategic Call to Action* through the strategic use of best practices, planning, data gathering, reflection processes, and coaching skills/tools.
- Plans and facilitates professional learning focused on language arts content and pedagogy to support elementary language arts teachers and other instructional staff in designated school(s).
- Facilitates collaborative planning in the development of rigorous lessons and assessments aligned to the K-5 Maryland *College and Career Ready Standard for Language Arts*.
- Works collaboratively with school-based administration, Reading Specialists, ESOL, Special Education, Title I, and classroom teachers to design language arts improvement goals for students and teachers, which support the overall School Improvement Plan.
- Supports collaborative data discussions using protocols that improve classroom instruction, support the alignment of resources for students, and focus on student feedback that results in student action.
- Facilitates the effective use of processes and structures designed to ensure that every student accesses rigorous literacy programming.
- Works as a literacy advocate for students, families, and community members to create a partnership of understanding of literacy expectations, instructional strategies, and student dispositions that support expectations for curriculum and assessment.
- Provides direct support to non-tenured teachers through instructional mentoring.
- Assists in developing curriculum and professional learning resources to support the HCPSS Elementary Language Arts program.
- Provides professional learning and outreach to support the HCPSS Elementary Language Arts program in all schools.
- Engages in professional growth opportunities to improve and enhance literacy knowledge for teaching, knowledge of pedagogy, and effective leadership.
- Supports family involvement initiatives at the school level.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Bachelor's degree from an accredited college or university in elementary education, special education, or a related field.

Certification:

- Hold a Maryland State Department of Education (MSDE) professional educator certificate with an endorsement in elementary education or early childhood education.

Experience:

- Five (5) years of teaching experience at the elementary level.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in curriculum and instruction, reading, or special education.
- Previous experience teaching reading at the elementary level.
- Hold a Maryland State Department of Education (MSDE) professional educator certificate with an endorsement in reading, reading specialist, or special education.
- Recent leadership duties, responsibilities, experience and/or roles.
- Experience designing and delivering professional learning opportunities.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 10-month per year position in the Howard County Educators Association (HCEA) employee unit. The current salary range for this position is on the [10-Month Teacher Salary Scale](#). Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, and educator certificate) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.