

Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>Literacy Instructional Coach: Elementary</b>
<b>REPORTS TO:</b>	<b>Assistant Superintendent, Curriculum &amp; Instruction (Elementary)</b>
<b>QUALIFICATIONS:</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Valid New York State teaching certification.</li> <li>• Minimum of five years of successful elementary teaching experience.</li> <li>• Demonstrated expertise in literacy instruction and intervention.</li> <li>• Extensive knowledge of foundational literacy skills, reading comprehension, vocabulary development, writing instruction, and literacy assessment.</li> <li>• Experience analyzing student achievement data to drive instructional decision-making.</li> <li>• Strong leadership, communication, facilitation, and collaboration skills.</li> <li>• Ability to work effectively with teachers, administrators, instructional coaches, and district leadership.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Certification in Reading Instruction and/or Reading Interventions.</li> <li>• Master's Degree or advanced coursework in Literacy, Reading, Curriculum and Instruction, or a related field.</li> <li>• Demonstrated knowledge and application of the Science of Reading.</li> <li>• Experience serving as an instructional coach, literacy coach, teacher leader, or curriculum leader.</li> <li>• Familiarity with Magnetic Literacy and related literacy assessment systems.</li> <li>• Experience designing and delivering professional learning for educators.</li> </ul>
<b>JOB GOAL:</b>	<p>The Newburgh Enlarged City School District seeks an exceptional Lead Elementary Literacy Coach to provide districtwide leadership and support for literacy instruction, intervention, and professional learning across elementary schools. The successful candidate will work closely with teachers, building administrators, instructional coaches, and district leaders to strengthen literacy outcomes through the implementation of evidence-based instructional practices aligned with the Science of Reading.</p> <p>The Lead Elementary Literacy Coach will serve as a district resource and model of instructional excellence, supporting the implementation of high-quality literacy instruction, interventions, curriculum resources, and assessment practices that promote success for all students.</p>

<p><b>DUTIES AND RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Provide leadership for elementary literacy initiatives across the district.</li> <li>• Support the implementation of district literacy curriculum, instructional frameworks, and intervention systems.</li> <li>• Collaborate with building-based instructional coaches, teachers, and administrators to strengthen literacy instruction and student outcomes.</li> <li>• Model effective literacy instructional practices in classrooms.</li> <li>• Co-plan lessons and instructional units with teachers and coaching staff.</li> <li>• Support implementation of evidence-based literacy practices aligned with the Science of Reading.</li> <li>• Assist schools in analyzing literacy assessment data and identifying instructional priorities.</li> <li>• Facilitate professional learning for teachers, coaches, and administrators.</li> <li>• Support the development and implementation of tiered literacy interventions.</li> <li>• Collaborate with district leadership to ensure consistency and coherence of literacy practices across schools.</li> <li>• Stay current on literacy research, instructional best practices, and emerging trends in reading and writing instruction.</li> <li>• Assist in monitoring the effectiveness of literacy programs and recommending improvements based on student performance data.</li> </ul>
<p><b>DESIRED CHARACTERISTICS:</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates deep expertise in literacy instruction and intervention.</li> <li>• Is committed to improving literacy outcomes for all students.</li> <li>• Possesses strong coaching, facilitation, and leadership skills.</li> <li>• Has the ability to build trust and collaborative relationships with educators at all levels.</li> <li>• Is willing to model lessons, co-teach, and provide job-embedded professional support.</li> <li>• Maintains a student-centered focus and a commitment to continuous improvement.</li> </ul>