

## REGION 9 EDUCATION COOPERATIVE

### Literacy Instructional Coach Job Description

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|-------------------------|------------------------------|
| <b>Position Title:</b>  | Literacy Instructional Coach |
| <b>Report To:</b>       | Education Services Director  |
| <b>Work Day:</b>        | Minimum 7.5 hours daily      |
| <b>Contract Days:</b>   | 202                          |
| <b>Classification:</b>  | Exempt                       |
| <b>Salary Schedule:</b> | Licensed Education Services  |
| <b>Duty Station:</b>    | Region 9                     |

A Literacy Instructional Coach is a certified teacher who works with classroom teachers to increase the reading achievement of elementary and secondary school students by building instructional capacity of classroom teachers; providing technical assistance and support to classroom teachers and principals in reading instruction. Model lessons which include best instructional practices in reading instruction for elementary and secondary school teachers, monitor classroom instruction, and coach teachers in best practices for reading instruction.

#### ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC9 attendance policy is required. Attendance at mandatory REC9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Coordinate with Local District Administration on deployment of appropriate curriculum with the individual school being supported to ensure alignment with their goals and objectives.
11. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
12. Research and provide staff support that will improve teaching and learning - including teaching strategies, assessment of reading skills, interpretation, and use of assessment results, etc.

Literacy Instructional Coach 3/2026

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13. Research, prepare materials, and identify resources for use by the district, teams, schools, and teachers - including: teaching strategies, assessment of reading skills, and interpretation and use of assessment results, etc.
14. Research and provide information and guidance regarding a range of effective and innovative reading practices through various activities such as: individual discussion (informal and formal), coaching sessions, demonstration lessons with pre and post discussion/analysis, study groups, staff meetings, and professional development programs.
15. Provides support and assistance to all classroom teachers in the full implementation of the district's adopted reading program through score analysis/interpretation.
16. Conducts demonstration lessons to ensure that all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed.
17. Provides on-site staff development to ensure that teachers are knowledgeable about program components and understand the instructional design of how the program meets the standards and alignment.
18. Assists teachers in building an interactive classroom and assures that recommendations for improvement are implemented.
19. Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students.
20. Assists teachers in preparation pacing for instruction.
21. Participation in collaborative grade level meetings to assist in the analysis and utilization of assessment data to improve the focus of instructional planning and student achievement.
22. Assist grade level teams in setting goals for improved instruction and implementation.
23. Meets regularly with the principal or designee to review benchmarks and established data points to assess student progress towards established instructional goals.
24. Coordinates/facilitates the use of instructional material in reading.
25. Maintains the confidentiality of schools, teachers, and classrooms.
26. Obtain prior approval from the Building Administrator before distributing written communication and other media.
27. Prepare forms, records, and reports as directed.
28. Attend meetings and trainings as directed.
29. Demonstrates knowledge and compliance with all professional standards of conduct and professional ethics.
30. Adheres to district policies and procedures while on district campus.
31. Completes all record keeping and reporting documentation in a timely, comprehensive and accurate manner.
32. As required, travels from site to site on a daily basis and as emergencies arise. Must be willing to utilize your own vehicle for transportation.
33. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **QUALIFICATIONS**

1. Must hold a valid Level II or Level III teaching license by the State of New Mexico Public Education Department
2. Five (5) years successful work experience in public schools/institutions of higher education or other agencies.
3. Completed LETRS training.
4. Must demonstrate strong interpersonal skills.
5. Must be willing to carry out assigned tasks and perform responsibilities.

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6. Other qualifications determined necessary by REC9 Executive Director.

**PERFORMANCE RESPONSIBILITIES/WORKER TRAITS**

1. In the school and community setting, will communicate clearly in giving and receiving oral/written instructions; will demonstrate adaptability in relations with co-workers; will exhibit an accepting, culturally sensitive and non-threatening attitude toward children/families; will demonstrate developmentally appropriate behavior management strategies; will organize and support various education activities to include, yet not be limited, to Child Find events, academic competitions, professional development service, and data management.
2. Must be willing to travel/use your own vehicle for transportation.

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for **Literacy Instructional Coach** .

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

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