

## **LITERACY COACH AND MATH COACH: ROLE AND RESPONSIBILITIES**

### **Background**

The Literacy Coach(es) and Math Coach, reporting to the Deputy Director and/or designate, lead and support instructional coaching based on curricular outcomes. Each Coach is responsible for designated schools within the Division.

### **Procedures**

The Literacy Coach and Math Coach will have specific responsibilities that include but are not limited to:

1. In-School Projects
  - 1.1 Organizing and delivering school-based and division-level professional development involving literacy and math.
  - 1.2 Keeping abreast of new curriculum, instructional strategies and research in literacy and math.
  - 1.3 Providing leadership and information for implementing change in curriculum areas as required by Good Spirit School Division.
  - 1.4 Coordinating division literacy and math projects such as: implementation of curriculum, division assessment, and support of Ministry of Education projects and the Education Sector Strategic Plan (ESSP).
  - 1.5 Be responsible for training, coaching, modeling and assisting teachers in the areas of literacy and math in the classroom to improve student achievement.
  - 1.6 Collaborate with teachers in planning and professional development.
  - 1.7 Provide and support teachers with subject specific resources and information.
2. Literacy and Math Resource Development
  - 2.1 Plan, research and prepare for professional development
  - 2.2 Developing web-based learning resources
  - 2.3 Learning new instructional strategies
  - 2.4 Conducting workshop
3. Confidentiality
  - 3.1 At no time should a Literacy Coach or Math Coach discuss, in public, information pertaining to employees, students or the operation of the division. A Literacy Coach or Math Coach is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally

communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

4. Other Duties As Assigned

- 4.1 Performs other duties and obligations as assigned by the Director of Education, Deputy Director or designate.

**Updated: February 13, 2015**