



- Job Title:** COMPASS Regional Literacy Network Coach (205 Duty Days)
- Supervisor:** COMPASS Regional Supervisor
- Reporting Location:** NESC, Mountain Iron, MN
- About NESC:** Established in Minnesota Statute 123A.21, the Northeast Service Cooperative helps build, sustain, and recreate rural infrastructure and enterprise in education, technology, health care and economic development. Winner of several national awards for innovation, NESC serves and supports 108 member schools, colleges, cities, counties, state agencies, service agencies, health care providers, regional consortia, and others. An independent, regional, public initiative, NESC often develops and delivers its services through collaboration between and among boards, staffs, members, and colleagues as well as public and private partners.

Position Summary and Objectives

A Regional Literacy Network Coach is an MDE-funded service cooperative employee who serves as a member of the Statewide Regional Literacy Network and provides support for regional implementation of the READ Act.

To ensure consistent and sustained evidence-based literacy instruction for all students, MDE's vision is to leverage multiple statewide providers. MDE aims to create a unified statewide ecosystem of support and collaboration across MDE, MSC, and CAREI to build the capacity within districts to manage and sustain local evidence-based literacy instruction with fidelity, resulting in improved literacy outcomes for every student across Minnesota.

The person hired as a Regional Literacy Coach will be committed to addressing historical and persistent inequities in opportunities and outcomes for students of color and students with disabilities, will be responsible for strengthening educator capacity to deliver evidence-based literacy practices in Tier 1 (core) instruction through the Regional Literacy Network (RLN) Coaching Model to move all students toward literacy grade level proficiency, and will understand MnMTSS as an equity-focused framework through which these inequities can be addressed.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

Regional Literacy Network Team Responsibilities

- Commitment to the Minnesota Department of Education’s (MDE) implementation of the READ Act with a focus on promoting proficiency in literacy for all students.
- Build the capacity of educators to implement evidence-based structured literacy practices under the direction of MDE in partnership with CAREI.
 - Provide job-embedded professional learning and coaching to district literacy leads and/or coaches in evidence-based literacy practices.
 - Utilize change management strategies while supporting district lead and/or coaches to implement evidence-based literacy practices with their educators and students.
- Collaborate with the Regional Literacy Network Lead to build processes and procedures for implementing the READ Act legislation with a primary focus on the RLN Literacy Coaching of evidence-based structured literacy practices.
 - Participate in the training and coaching support of the RLN Coaching model
 - Consult with principals, instructional leaders or literacy coaches, and teaching staff in schools and districts to analyze their needs and problem-solve for practical solutions.
 - Adhere to collective agreements for the designated professional learning approach, program resources, coaching tools, and language so that consistent approaches are disseminated to participating schools and districts.
 - Model and maintain effective communication and productive, positive, and professional interpersonal relationships.
- Support organizational equity goals and employ strategies to increase diversity, equity, and inclusion in all job responsibilities.

Minnesota Service Cooperative (MSC) Responsibilities

- Serve as a Regional Literacy Network Coach on the regional COMPASS team. Collaborate with colleagues to ensure support is provided across all areas related to literacy.
- Collect and analyze regional knowledge and capacity data to identify support and coaching needs to build capacity for implementing evidence-based structured literacy practices within the region.
- Based on data analysis, provide support and coaching to internal Service Cooperative staff to build capacity for implementing practices aligned with the READ Act.

School Responsibilities

- Support site-level coaching in PK-12 settings for implementation of evidence-based Structured Literacy practices.
- Provide site-level support in classroom data collection and analysis to ensure data is being used effectively to inform instruction to support student growth and achievement across all tiers.
- Provide site-level support in interventions and screening.
- Effectively identify the needs of assigned sites to prioritize, schedule, and organize support so that every student achieves grade-level reading proficiency every year.

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- Provide appropriate literacy support to sites so there can be a cohesive, sustained, intensive, and classroom-focused approach that is rigorous, engaging, and relevant for each student.
- Other duties as assigned.

Competencies

- Understanding of pedagogy and best practices within education
- Understanding of adult learning principles and group facilitation
- Understanding of Minnesota’s K-12 Academic Standards in English Language Arts and B-5 Early Childhood Indicators of Progress
- Knowledge of curriculum, Structured Literacy and evidence-based literacy practices, formative and summative assessments, and data-based decision-making
- Understanding of how the MnMTSS Framework serves as the overarching infrastructure within which evidence-based literacy practices are operationalized to maximize student outcomes
- Ability to function cooperatively and collaboratively with colleagues and educators
- Ability to reflect on and continuously improve professional practices
- Ability to adapt to and work with a variety of school contexts
- Excellent organizational skills and attention to detail
- Creative analytical and problem-solving skills
- Effective written and verbal communication skills
- Ability to work effectively and efficiently across agencies and partnerships; individually and as a team member
- Ability to show initiative in resolving problems
- Ability to assume responsibility, be well organized, execute initiatives from directives and approved self-initiatives
- Ability to build open, honest and trustworthy relationships with people of various personality styles and behaviors – internally and externally
- Ability to conduct oneself in a professional and customer service-based manner at all times
- Proficient in the use of office applications and online learning platforms

Education and Experience

- Bachelor’s degree in education, school psychology or a related field
- At least 5 - 7 years experience in PreK-12 education with at least one year in a school or district leadership role.
- Successful completion (or near completion) of one of the three approved trainings: LETRS K-3, OL&LA, and/or CAREIALL
- Current teaching, administrative, or related field license
- Minimum of five years of teaching experience
- Valid MN Driver’s License

Preferred Education and Experience

- Master’s degree in related education field (school administration, curriculum and instruction, special education, etc.)
- Certified Facilitator or Trainer in one of the three approved trainings: LETRS K-3, OL & LA, and/or CAREIALL

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Environment & Physical Demands

This job operates in a hybrid office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This is largely a sedentary role; however, some office organization and event set-up/tear-down are required. This would require the ability to move and lift 30 lbs., stand for extended periods, and carry items a short distance as necessary.

Position Type/Expected Hours of Work

This is a 205-day position. Hours of work are generally Monday through Friday, 8:00 a.m. to 4:30 p.m., but occasional evening events, travel to the Minnesota Department of Education, and travel within the region are expected.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.