
Literacy Coach

Background:

Canada's largest provider of online student assessment and school improvement tools, The Learning Bar has an immediate need to fill the contract position of Literacy Coach for the Confident Learners program. Literacy Coaches provide ongoing coaching support and professional learning focusing on early reading and instructional practices for schools implementing the Confident Learners K-3 literacy program in Canada. Coaches must be passionate about collaborating with educators to ensure their students are successful readers by the end of grade 3.

Key Activities:

- Develop expertise and maintain knowledge of the Confident Learners program components and associated professional learning courses.
- Provide regular, ongoing support to clients using available technology to:
 - Coach staff and administrators on increasing student reading success by facilitating an effective PLC collaborative process.
 - Apply in-depth product knowledge to deliver high quality, engaging virtual or in-person professional learning sessions.
 - Hold regular check-in calls or virtual meetings with school leadership teams to monitor progress and implementation success.
 - Provide expertise on assessment-informed instruction and practices and analyze and report on student literacy data.
- Coordinate with The Learning Bar's Customer Success team to facilitate initial program implementation and ensure ongoing program success.
- Maintain client-related records and information and participate in regular update calls or project coordination meetings with The Learning Bar.
- Seek opportunities for improved efficiency of processes related to how literacy products and services are delivered.
- Participate in ongoing professional learning to maintain and develop product and professional knowledge (1-2 weeks per year).

SKILLS & QUALIFICATIONS:

- A Bachelor's degree in Education from an accredited post-secondary institution
- A minimum 5 year teaching experience at the K-5 level in a Canadian school
- Possess a strong grasp of the science of reading and instructional best-practices.
- A flexible, outcomes-driven focus with demonstrated experience in instructor-led, hybrid and online support and professional adult learning
- Demonstrated awareness of culturally appropriate language that is free of judgement or discrimination towards any community or population
- Strong strategic, analytical, and problem-solving skills
- Excellent virtual meeting skills using common web-based meeting platforms (e.g., Zoom, Teams, Google Meet)
- Proficiency with computers and software (e.g., Google Workspace, Microsoft Office suite – Excel, Word and PPT – email, and internet)
- Demonstrated capacity for being well-organized, a catalyst for change, and a collaborative problem-solver
- Strong critical thinking skills

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- Excellent writing and interpersonal skills

Requirements:

- A satisfactory criminal records check (Vulnerable Sector) and valid driver's license
- Willingness to travel, possibly to remote locations, for a limited number of in-person workshops or training sessions (1-2 per year per client)

Assets:

- Specialized education or training on the science of reading, including the critical components of literacy instruction
- Experience working in or with Indigenous populations
- Experience leading professional learning for educators
- Experience in leading collaborative teams/Professional Learning Communities
- Experience with school planning and program implementation
- Graduate level training in a related discipline

HOURS OF WORK:

Variable

Literacy Coaches are assigned client projects as client needs are known. A typical client project consists of 3 or more schools, and service delivery timeframe is adjusted accordingly. Throughout the school year, and based on availability of on-site resources, you will provide weekly support to educators. Coaching and support sessions are delivered over approximately 60 hours to each single school, average 2 hours per week, throughout the school year. In addition, you will spend time on preparation and internal meetings as required. Travel may be required, should clients require in person workshops or training, and will range between 1-2 weeks over the course of a given school year. May require travel to remote locations – key geographic locations of travel include Saskatchewan, Manitoba and Northern Ontario.

POSITION TYPE

Contract Position

QUALIFICATION PROCESS

Engaging with the right partner takes time! To ensure you will be the right person, the following screening process will be taken:

1. **Application.** Please submit your most current resume along with a cover letter to hr@thelearningbar.com. Additionally, in 250 words or less, please share a personal experience in leading or participating in a change initiative in an educational context.
2. **Initial Interview.** Candidates being considered for the position of Literacy Coach will have an initial phone or web-based interview and be provided additional information on the program and position.
3. **Second Interview.** Candidates will be asked to attend a second interview with a Literacy Mentor and the hiring manager.
4. **Additional Interview (if necessary).** In some cases, an additional interview will be requested.

Please feel free to contact hr@thelearningbar.com for additional information or a more in-depth description of the competencies for this position.