

Literacy Training Support Specialist (Fort Wayne)
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=234132>

Downloaded On: May. 16, 2024 4:59pm

Posted Apr. 3, 2024, set to expire Dec. 14, 2024

Job Title	Literacy Training Support Specialist (Fort Wayne)
Department	Center for Vibrant Schools
Institution	Marian University Indianapolis, Indiana
Date Posted	Apr. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Reading/Developmental Education Education - General
Job Website	https://marian.peopleadmin.com/postings/3776
Apply By Email	
Job Description	

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As part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University is seeking a Literacy Training Support Specialist (LTSS) located in Fort Wayne who will promote our Catholic Franciscan mission and identity by providing key training and support to school-based literacy coaches in the Indiana Literacy Cadre program. The [Indiana Literacy Cadre](#) is supported by the Indiana Department of Education to provide collaborative professional development for K-3 educators across the state based on the science of reading. This individual in this position has knowledge of science of reading, especially in early literacy instruction and assessment, and instructional coaching. The LTSS will plan and lead professional learning for literacy coaches and work with literacy coaches and administrators to review and respond to student achievement data in literacy. This position is open across the state of Indiana to serve schools by regions across the state.

Essential Duties and Responsibilities:

- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.

Summer Training

- Actively participate in training across the project focused on instructional coaching and literacy instruction and assessment.
- Support planning and facilitation for the Indiana Literacy Cadre coaches and administrator training;

Ongoing Coaching Support

- Develop and maintain supportive relationships with school administrators, instructional coaches, and school faculty;
- Share LTSS Roles and Responsibilities with leadership and coaches of our Indiana Literacy Cadre schools;
- Visit participating schools, in person, at least once per month;
- review curriculum, instruction and assessment related to research-based reading instruction;
- support robust instructional coaching - mini and full cycles that include data-driven outcomes;
- review class level, grade level progress monitoring data; and
- review and analyze local formative assessment data during interim assessment windows.
- Support school administrators in their goals for continuous school improvement in literacy

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education;

- Review and analyze school data and serve as a thinking partner with school staff related to continuous improvement literacy education;
- Plan and lead or co-lead professional development that is responsive to needs at the school level when requested;
- Conduct a minimum of 3 contacts with school-based literacy instructional coaches each week including emails, phone calls, or written notes;
- Provide monthly feedback to the cadre Core Team (CT) regarding the implementation of instructional coaching support using the data collection instruments which inform the Indiana Department of Education;
- Actively participate in twice-monthly 90-minute professional development designed to strengthen instructional coaching practices and pedagogical knowledge related to literacy; occasionally facilitate small group discussions during professional development sessions;
- Provide oversight, monitoring, and problem-solving support for coaches in implementing the goals of the project guided by the assurances and approved by the project's Core Team;
- Provide ongoing support and training for coaches, including specific feedback regarding effective data-driven instructional coaching practices and plan or facilitate effective professional development for cadre schools;
- Be familiar with current literacy research and curricular resources provided by the project or seek support to that end;
- Develop effective coaching skills and engage in professional development organized for LTSSs, including engagement in professional readings;
- Understand and efficiently implement the defined and approved escalation protocol;

Data Collection and Reporting

- Attend virtual, monthly meetings with the Literacy Project Manager (LPM);
- Routinely consult with the LPM or other Core Team members; seeking cadre support where needed;
- Provide documentation of interactions with school-based instructional coaches that can be monitored by cadre Core Team and IDOE;
- Maintain accurate reporting of mileage, using the approved forms and systems.
- Review feedback from instructional coaches for any actionable items and report needs and subsequent actions to the LPM;
- Assist with recruitment of schools for the project under the direction of the Core Team;
- Maintain coaching data;

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Other Duties

- Remain committed to learning new strategies for coaching, teaching, and learning;
- Seek out constructive feedback that helps improve practice; and
- Support LTSS colleagues through forming professional relationships, asking for.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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