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74500 Burk Street, Armada, Michigan 48005 • (586) 784-2112 • FAX: (586) 784-4268

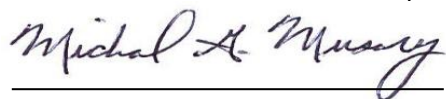
**INTERNAL VACANCY ONLY**  
**ELEMENTARY LITERACY COACH**  
**2025-2026 School Year**  
**March 6, 2025**

- POSITION:** Literacy Coach (Elementary) - AEA position, paid on the Schedule A Scale
- DEADLINE:** March 19, 2025 (or until filled)
- APPLY TO:** Please submit your letter of application, resume, transcripts, credentials, and letters of recommendation to Superintendent's Office, Armada Area Schools, 74500 Burk Street, Armada, MI 48005; Fax 586-784-4268; or email ttomayko@armadaschools.org
- QUALIFICATIONS:** Elementary Certification with Reading Specialist (BR) endorsement required
- REPORTS TO:** Building Principal
- JOB GOAL:** To participate in the development of an exemplary reading intervention program; to provide intensive instruction in the area of literacy; to establish effective rapport with pupils and staff; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for reading in accordance with each pupil's ability; to oversee and establish appropriate professional development for reading/instructional aides and teachers; to establish good relationships with parents, community, and with other staff members.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide intensive reading instruction to students identified as needing intervention.
2. Develop and deliver high-quality professional development in the area of reading for reading/instructional aides and teachers.
3. Oversee the day-to-day activities of reading/instructional aides.
4. Prepare instructional materials as needed for use with students.
5. Keep records and progress monitor targeted students.
6. Attend staff, PLC, 504/IEP, and student assistance team meetings as needed.
5. Communicate positively with parents through conferences and other means to discuss pupils' progress and interpret the school program.

- EVALUATION:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.



Michael G. Musary, Ed. S., Superintendent

***The Armada Advantage: Achievement, Community, Innovation***