



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Elementary Literacy Coordinator**

Job Family: **Professional**

Prepared/Revised Date: **April 4, 2025**

FLSA Status: **Exempt**

Pay Range: **A/P Schedule, Grade Q**

Job Code: **21220**

Days: **218**

SUMMARY: Responsible for development, implementation, and continuous improvement of the elementary literacy curriculum and instruction. Work closely with administrators, teachers, and other educational professionals to ensure alignment with district goals and state standards, while fostering a culture of academic excellence through effective professional learning and instructional support.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Lead implementation of high quality literacy curriculum with a focus on the science of reading. Stay current on national and state literacy trends, research, and best practices to ensure the district's curriculum remains rigorous, relevant, and research-based.
2. Ensure alignment of elementary literacy, ensuring consistency and coherence across grade levels and schools. Work with department leads, teachers, and administrators to implement best-practices of instruction. Monitor and assess the integrity of curriculum implementation, providing ongoing support and guidance to buildings as needed.
3. Design and facilitate high-quality professional learning opportunities for teachers and staff focused on best-practices and instructional strategies specifically aligned with the integration of adopted curriculum and resources.
4. Develop a group of school-based teacher leaders to build capacity around the integration of adopted curriculum and resources in their respective learning communities.
5. Coach and mentor teacher leaders to improve instructional practices and enhance curriculum delivery.
6. Foster collaboration among teacher leaders to ensure coherence in curriculum implementation across schools.
7. Collaborate with teacher leaders and administrators to develop and implement formative and summative assessment practices that align with the district adopted curriculum. Support use of LIT and ILC dashboards.
8. Analyze student performance data to identify trends, areas for improvement, and instructional adjustments.
9. Serve as the primary point of contact for elementary literacy within the district, working closely with school leaders, teacher leaders, and instructional staff.



10. Participate in district-wide committees and workgroups to ensure that curriculum decisions support the overall educational mission.
11. Foster a culture of innovation in teaching and learning, encouraging the integration of technology, inquiry, and other innovative instructional strategies into the curriculum.
12. Demonstrate a commitment to:
 - a. Equitable, inclusive, and culturally responsive practices for all students and staff.
 - b. Partner with families in the student's education.
 - c. Follow all Poudre School district policies, procedures, and expectations.
 - d. Personal and professional excellence.
13. Participate in:
 - a. Department, team, and district meetings and discussions.
 - b. Professional growth opportunities.
14. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in education, literacy, or reading required; Master's degree preferred
- Experience instructing students in a classroom setting required
- Leadership at school or district level preferred
- Equivalent combination of experience and education accepted

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado teaching or special service provider license with appropriate endorsement required
- Valid Colorado principal or administrator license preferred
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions



- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Curriculum & Instruction	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	