



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: **K 5 CIA Literacy Coach (Science and Social Studies)**

Position Type: Certified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Certified	Location: District Office
Reports to: Director of Academics and Assessment	
Term of Employment: 10 months	Shift: Day
Approved By: Human Resources	Date: March 30, 2026

POSITION SUMMARY:

The Literacy Coach (Science and Social Studies) provides expert job-embedded instructional support focused on strengthening literacy practices within science and social studies classrooms to improve student achievement. This role partners with teachers, coaches, and administrators, and collaborates with Curriculum Specialists (CIAS) to support the development and implementation of a guaranteed and viable curriculum that integrates disciplinary literacy.

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

ESSENTIAL FUNCTIONS:

- **Curriculum, Instruction and Assessment:**
 - Coaches, models lessons, observes, co-plans, co-teaches and facilitates reflection opportunities with instructional staff district-wide to support Tier I instruction and Tiers II and III intervention.

- Implements research-based, high yield instructional practices.
- Plans and facilitates professional learning opportunities in literacy which may include: instructional coaching, lesson study, professional growth courses, technical assistance, and classroom demonstrations, as well as workshops and online staff development sessions (inside and outside of the school day) in person or virtually.
- Supports administrators with campus-based professional development (PD) and provides observational feedback on instructional practices.
- Supports ELD, Gifted, and Special Education teachers district-wide in making content accessible through specialized instructional strategies.
- Assists the Curriculum, Instruction, and Assessment Specialists (CIAS's) in the development and maintenance of curriculum documents, including curriculum maps, pacing guides, and lesson plans.
- Collaborates with the CIAS's to develop district-level assessments that measure both content knowledge and skill proficiency.
- Coordinates with the district print shop and the Science Center to ensure teachers have necessary physical materials and kits.
- Assists campuses with identifying and implementing interventions within the content areas.
- Supports the design and implementation of a Guaranteed and Viable Curriculum (GVC) that aligns with Arizona Academic Standards.
- Serves on district committees for curriculum adoption, resource vetting, and assessment development.
- Contributes to District level work teams and committees, providing a content-specific focus.
- Assists the CIAS's and district leadership in the selection, adoption, and implementation of curriculum materials and digital resources.
- Works collaboratively with other CIA team members to design and facilitate district-wide professional learning.
- Utilizes data to determine adult learning priorities and applies various coaching approaches to meet the needs of diverse staff.

▪ **Professional Knowledge & Skills:**

- Displays knowledge of the Arizona State Professional Teaching Standards and Educational Technology Standards.
- Demonstrates a deep knowledge of the alignment of curriculum with Arizona Academic Standards.
- Shows evidence of collecting, analyzing, and disaggregating data to improve student achievement and evaluate the effectiveness of the curriculum.

- Persists in seeking effective approaches for students and staff who need help.
- Maintains an accurate impression of coaching effectiveness and can cite research-based references to support instructional judgments.
- Remains current with legislative actions regarding content area standards, assessments, and course requirements.
- Completes assigned tasks in a competent, timely fashion and communicates the district's mission, vision, and core values to all stakeholders.
- Recognizes the value of the learning community's interest and cultural heritage within the curriculum.
- Utilizes technology effectively to develop curricular, instructional, and assessment resources and enhance lesson delivery.
- Grows and develops professionally through reading, research, conference/workshop attendance, and other opportunities to enhance knowledge of curriculum, instruction and assessment.
- Embeds knowledge and skills gained from professional development activities to support teachers in improving student achievement.
- Uses the professional day in a purposeful and productive manner, completing assigned tasks and projects in a competent and timely fashion.
- Communicates and responds to all stakeholders in a competent and timely fashion.
- Communicates the mission, vision, core values, and goals of DVUSD in multiple ways to all stakeholders.
- Works to develop a repertoire of leadership strategies.
- Applies district policies and administrative procedures fairly and consistently.
- Adheres to legal and procedural guidelines (i.e. Board Policy, ELL, Special Education).
- Demonstrates receptivity to ideas, challenges, and concerns presented by stakeholders.

Must meet any additional specific job requirements as indicated by the district.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job-related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- This position will not be involved in the supervision or evaluation of any teachers. Instructional coaching is “working alongside” colleagues to support their learning with the goal to continuously improve instruction.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates excellence in working with students and adults and a commitment to professional collaboration.
- Demonstrates knowledge of state assessments, district assessments and formative assessments.
- Demonstrates the ability and desire to provide outstanding customer service.
- Utilizes technology effectively as a tool for planning and implementing instructional strategies and professional development.
- Demonstrates the ability to work effectively under time constraints.
- Able to be organized and to multitask.
- Must be detailed-oriented and self-motivated.
- Possesses excellent memory and ability to function well under stress.
- Able to work independently with minimal supervision and/or assistance.
- Demonstrates an extremely high regard for confidential and sensitive information.
- Demonstrates flexibility, common sense, and good judgment.
- Able to keep abreast of information pertinent to the job.
- Maintains a well-groomed and professional appearance.
- Demonstrates a proficient knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Must have and maintain a valid Arizona driver's license.

EDUCATION AND/OR EXPERIENCE:

- Must have a Bachelor's degree (BA/BS) from a four-year college or university.
- Master's degree preferred.
- Minimum of five years effective teaching experience.
- Elementary (K-5) teaching experience preferred.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of algebra and geometry.
- Have conceptual knowledge of K-5 math.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs. Must have close vision, distance vision, color vision, peripheral vision,
- depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.