CASSOPOLIS PUBLIC SCHOOLS

Cassopolis Public Schools Administration Office
725 Center Street
Cassopolis, MI 49031
Phone: 269-445-0500
Fax: 269-445-0505
www.cassopolis.k12.mi.us

Superintendent
Dr. Angela Piazza
269-445-0503

Sam Adams Elementary School
114 S. Depot Street
Cassopolis, MI 49031
Phone: 269-445-0517
Fax: 269-445-0521

Principal
DeeAnn Melville-Voss
Phone: 269-445-0515

Assistant Principal
Debora Stermer
Phone: 269-445-0530

Ross Beatty Jr./Sr. High School
22721 Diamond Cove Street
Cassopolis, MI 49031
Phone: 269-228-5833
Fax: 269-445-3112

Principal
David VanLue
Phone: 269-445-0506

Dean of Students/Athletic Director
Matthew Brawley
Phone: 269-445-0543

Adult/Alternative Education
725 Center Street
Cassopolis, MI 49031
Phone: 269-445-0536
Fax: 269-445-2100

Director
Jeff Wernette

Special Education Director
Sara Park
Phone: 269-445-0503
Fax: 269-445-0505

May 15, 2018

POSITION OPENING

Position: K-12 Literacy Coordinator

Reports to: Curriculum Coordinator

General Responsibilities: The Literacy Coordinator will support all K-12 staff in the implementation of the Literacy Plan for Cassopolis Public Schools. The Coordinator will work directly with teachers in a school providing classroom-based demonstrations, collaborative and one-on-one support, and facilitating teacher inquiry and related professional development. The Coordinator will focus on enhancing teachers' ability to provide instruction that builds students' sense of engagement in the ownership of learning. The Coordinator will also work with administrators and teachers to collect and analyze data, interpret, and use it to guide instructional decisions.

Responsibilities:
1. Guide teachers to collect and analyze data and develop action plans in response to determined student needs.
2. Provide individualized, classroom-based support to implement comprehensive program. This will include modeling of best teaching practices.
3. Work with the principals to create a school-wide focus on goals for reading achievement.
4. Complete monthly status reports for the principal and district administrators.
5. Research and provide information and guidance regarding a range of effective and innovative literacy practices through various activities such as:
   - individual discussions (informal and formal);
   - coaching sessions;
   - demonstration lessons with pre- and post-discussion/analysis;
   - study groups;
   - staff meetings; and professional development programs.
6. Evaluate student achievement and assist with placing students in appropriate interventions and support services support services.
7. Work with classroom teachers and Title I teachers to monitor intervention effectiveness and progress.
8. Other duties, as assigned.

(see reverse side for additional information)

Salary: To be determined.

Application procedure: Apply in writing to Dr. Angela Piazza, Superintendent, Cassopolis Public Schools, 725 Center St., Cassopolis, MI 49031
Or email to cmartynowicz@cassopolis.org

(Posted 5/15/18;Until Filled)

It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.

All students will demonstrate the academic, technological and cultural competencies necessary to compete in a global society

Qualifications:
1. 5+ years elementary classroom experience, reading endorsement or Reading Specialist License; must hold valid teaching certificate and Administrator's License.
2. Deep knowledge of reading, writing and literacy development.
3. Familiarity with NWEA MAP, DRA data analysis.
4. Outstanding presentation and facilitation skills.
5. Interpersonal skills (communication, problem solving, conflict management, collaboration) to share research based instructional approaches with teachers and administrators and provide advice, mentoring and coaching.
6. Strong organizational skills.