

Summary

The Literacy Coordinator will oversee the development and implementation of the literacy program at Tashkent International School. This position will require collaboration with teachers, staff, and leadership to foster a high standard of literacy across the school. It will be 50% Literacy coordinator and 50% ELL (English Language Learning) or Learning Support.

Essential Duties and Responsibilities

- Lead the Elementary School's review of MAP literacy results, formative, and summative assessment data through structured data discussions to inform instructional decisions.
- Collaborate with the Primary Years Programme Coordinator (PYPC)/Assistant Principal to develop and maintain an assessment schedule that supports tracking and instructional planning across the elementary school.
- Oversee the integration of AERO standards into literacy planning documents and ensure their application in teaching practice.
- Plan, organize, and implement the PYP Professional Development program in partnership with the Principal and PYPC/Assistant Principal (AP).
- Support the development, alignment, and documentation of grade-level appropriate writing units for all elementary grades.
- Work with the PYPC/AP to create and maintain a comprehensive Scope & Sequence for writing units across the elementary school, ensuring a coherent development of writing skills and text structures.
- Attend and actively contribute to fortnightly planning meetings for Elementary classes, offering support to teachers in literacy integration, assessment, and evaluation, while incorporating Universal Design for Learning (UDL) strategies.
- Develop and lead a structured parent education program to engage families in supporting literacy development at home and to promote the academic rigour of the program.
- Coordinate the selection, acquisition, and effective utilization of appropriate reading and literacy materials to support teaching and learning.
- Stay abreast of current research and emerging trends in literacy education, integrating this knowledge into the school's practices and instructional strategies.
- Work collaboratively with parents and the wider community to promote literacy development and encourage participation in school-based literacy initiatives.
- Provide targeted support to students experiencing literacy challenges, including the organization and implementation of intervention strategies.
- Monitor and evaluate the effectiveness of the literacy program through data analysis and feedback, recommending improvements where necessary.
- Serve as a resource for teachers, offering guidance and support on instructional strategies, classroom management, and assessment practices to enhance literacy teaching.
- Participate in curriculum articulation meetings with the Secondary School Subject Area Coordinator to ensure alignment between elementary and secondary literacy programs.
- Actively contribute as a member of the Elementary School Leadership Team, participating in strategic decision-making and school-wide initiatives.

Minimum Qualification

- A university degree in Education or the field taught (preferably a Master's degree)
- A minimum of five years teaching experience.
- Written and spoken fluency in English
- Experience in the IB and other professional arenas.

Tenure

Positions are assigned with a preferred two-year tenure although there is flexibility. Provided there are no concerns about performance, the incumbent is welcome to reapply for the position with no preferential condition; there is no maximum number of consecutive terms.