

Regional Literacy Network Coach



REPORTS TO:	Senior Administrative Director – Learning & Development
GROUP/FLSA STATUS:	Exempt (Professional), Regular, Full-time, Eight hours per day during regular business hours (M-F); 205 Days
Salary Range:	\$85,000.00 - \$95,000.00
Revised:	08/14/2026

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

A Regional Literacy Network (RLN) Coach will be employed by a Minnesota Service Cooperative and is funded through state READ Act dollars; work will be directed by MDE and the RLN Literacy Lead; and positions will be supervised by the regional cooperative. The RLN coach will support the READ Act implementation and continuous improvement process at the regional level through coaching, consultation, and facilitation of professional learning.

MDE, in partnership with the MSC, provides a unified, statewide support system through the Regional Literacy Network (RLN) that strengthens the ability and capacity of district leaders to guide, implement, and sustain effective literacy instruction to meet the READ Act goal that all students in every grade reach grade-level or above literacy proficiency. The person hired as a Regional Literacy Coach will be committed to addressing historical and persistent inequities in opportunities and outcomes for students of color and students with disabilities. The RLN Coach will strengthen district leadership and educator capacity by supporting Structured Literacy Pathways and aligned practices, ensuring the use of evidence-based literacy instruction that leads to grade-level proficiency for all students.

The RLN Coach will understand and utilize MnMTSS as an equity-focused framework through which these inequities can be addressed.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

Core responsibilities of the RLN Coach include:

- Collaborate with MDE and the RLN literacy lead to support standardized implementation of the READ Act at the regional level.
- Provide access to state approved training through coordinated facilitation of approved Phase 1 professional development courses, Paraprofessional Structured Literacy Training (PSLT), and COMPASS Structured Literacy Pathways.
- Support districts in the development and review of their Local Literacy Plan.
- Build district capacity to support Universal and Dyslexia screening administration and data interpretation.
- Provide district leadership READ Act implementation support, planning and coaching.

Responsibility to the Regional Literacy Network:

- Collaborate with MDE and the RLN Lead to coach and support regional implementation of statewide literacy initiatives, including the MN READ Act, ensuring consistent access, coherence, and alignment for districts and charter schools.
- Support and maintain strong, collegial partnerships with MDE staff, Regional Literacy Network (RLN) members, and regional COMPASS teams to support a unified approach to literacy improvement.

pg. 1

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SCSC and employee and is subject to change by SCSC as the needs and requirements of the position change.

Regional Literacy Network Coach



- In collaboration with the Regional Literacy Network Lead, support implementation of the READ Act legislation with a primary focus on building the capacity of districts to implement evidence-based structured literacy practices.
 - Adhere to collective agreements for the designated professional learning approach, program resources, coaching tools, and language so that consistent approaches are disseminated to regional districts and charter schools.
 - Model and maintain effective communication and productive, positive, and professional interpersonal relationships.
- Deliver high-quality professional learning (e.g. in-person, synchronous and asynchronous sessions), inclusive of the READ Act Paraprofessional Structured Literacy Training (PSLT) for paraprofessionals, train-the-trainers, and volunteers providing literacy support.

Responsibility to the Minnesota Service Cooperative (MSC):

- Serve as a Regional Literacy Network Coach on the regional COMPASS team.
- Collaborate with colleagues to identify needs, share best practices, and ensure equitable access to literacy resources and support for all districts and charters in the region.
- Collaborate with RLN Leads to collect and analyze regional knowledge and capacity data to identify the support and coaching needs to build capacity for implementing evidence-based structured literacy practices within the region.
- Contribute to the design, development, and facilitation of COMPASS literacy pathways and RLN communities of practice.
- Follow Service Cooperative policies and procedures.

Responsibility to District and Charters:

Under the direction of the Regional Literacy Lead and supervision of the Regional COMPASS Supervisor:

- Provide professional learning, coaching and consultation to district literacy leads, instructional coaches, and literacy leadership teams in evidence-based literacy practices.
- Provide coaching and aligned support for COMPASS literacy pathways and RLN communities of practice.
- Provide guidance on selecting and effectively using evidence-based literacy curricula, interventions, and instructional materials, ensuring alignment with the 2020 K-12 English Language Arts Standards.
- Provide aligned support for implementation of evidence-based structured literacy practices in connection to the 2020 K-12 English Language Arts Standards.
- Build district capacity in literacy data collection and analysis to ensure data is being used effectively to inform instruction to support student growth and achievement across all tiers.
- Accurately assess the needs of assigned sites to prioritize COMPASS Structured Literacy Pathways and provide aligned support.
- Support districts in the development of family engagement strategies, including communication for students not reading at grade level and home-based literacy supports.

pg. 2

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SCSC and employee and is subject to change by SCSC as the needs and requirements of the position change.

Regional Literacy Network Coach



- Provide literacy coaching, consultation, and support to district and charter school leadership teams to implement the Local Literacy Plan (LLP).
- Other duties as assigned.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's degree in education, school psychology or a related field.
- At least 5 - 7 years experience in PreK-12 education with at least one year in a school or district leadership role.
- Successful completion of one of the MDE READ Act approved trainings.
- Current teaching, administrative, or related field license.
- Minimum of five years of teaching experience.

Preferred Education and Experience

- Master's degree in related education field (school administration, curriculum and instruction, special education, etc.).
- Certified Facilitator or Trainer in one of the MDE READ Act approved PD trainings.

LICENSES, CERTIFICATES AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid MN Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES: *(Minimum competencies for job performance.)*

- Understanding of pedagogy and best practices within education.
- Understanding of adult learning principles and group facilitation.
- Knowledge and understanding of PK-12 language and reading development.
- Understanding of the Minnesota 2020 K-12 Academic Standards in English Language Arts and B-5 Early Childhood Indicators of Progress.
- Knowledge of curriculum, structured literacy and evidence-based literacy practices, formative and summative assessments, and data-based decision-making.
- Understanding of how the MnMTSS Framework serves as the overarching infrastructure within which evidence-based literacy practices are operationalized to maximize student outcomes.
- Ability to function cooperatively and collaboratively with colleagues and educators.
- Ability to reflect on and continuously improve professional practices.
- Ability to adapt to and work with a variety of school contexts.
- Excellent organizational skills and attention to detail.
- Creative analytical and problem-solving skills.
- Effective written and verbal communication skills.
- Ability to work effectively and efficiently across agencies and partnerships; individually and as a team member.
- Ability to show initiative in resolving problems.
-

pg. 3

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between SCSC and employee and is subject to change by SCSC as the needs and requirements of the position change.

Regional Literacy Network Coach



- Ability to assume responsibility, be well organized, execute initiatives from directives and approved self-initiatives.
- Ability to build open, honest and trustworthy relationships with people of various personality styles and behaviors – internally and externally.
- Ability to always conduct oneself in a professional and customer service-based manner.
- Proficient in the use of office applications and online learning platforms.

ENVIRONMENT AND PHYSICAL DEMANDS: *(Physical/sensory and environmental conditions.)*

This job operates in a hybrid office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This is largely a sedentary role; however, some office organization and event set-up/tear-down are required. This would require the ability to move and lift 30 lbs., stand for extended periods, and carry items a short distance as necessary.

POSITION TYPE/EXPECTED HOURS OF WORK: *(Minimum essential factors of daily position.)*

This is a 205-day position. Hours of work are generally Monday through Friday, 8:00 a.m. to 4:30 p.m., but occasional evening events, travel to the Minnesota Department of Education, and travel within the region are expected.

OTHER DUTIES: *(Potential other factors of daily position.)*

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.