

TIFFIN CITY SCHOOLS

244 S. MONROE ST. TIFFIN OH. 44883



Date: _____

Employee: _____

Position: RTI/Literacy Coordinator

Reports to: Superintendent and/or Designee

Employment Status: Regular/Full-time

Contract: 215 days

FLSA Status: Exempt

Description

The District RTI (Response to Intervention) and Literacy Coach is responsible for leading and supporting the implementation of effective RTI practices and evidence-based literacy instruction across all grade levels. This position provides guidance to school-level educators on data-driven decision-making, intervention strategies, and differentiated instruction. The coach collaborates with administrators, teachers, and specialists to promote academic achievement and ensure all students receive the support they need to succeed.

Key Responsibilities:

RTI Implementation & Support

- Guide the development and implementation of the district's RTI framework (Tiers I, II, III).
- Support schools in identifying students at risk academically or behaviorally through data analysis.
- Collaborate with teachers and intervention teams to select, implement, and monitor evidence-based interventions.
- Assist in progress monitoring and data collection to evaluate intervention effectiveness.
- Provide coaching and professional learning to RTI teams and staff on intervention practices and MTSS principles.

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Literacy Coaching

- Provide embedded coaching and modeling of effective literacy instruction (aligned with the science of reading) across content areas.
- Assist teachers with curriculum planning, instructional strategies, and differentiation to meet diverse student needs.
- Analyze assessment data (screeners, diagnostics, and benchmarks) to inform instruction and guide teacher practice.
- Promote consistent use of district-adopted literacy frameworks and materials.

Professional Development & Collaboration

- Design and deliver professional learning workshops and training for teachers, support staff, and administrators.
- Facilitate Professional Learning Communities (PLCs) with a focus on student outcomes and instructional improvement.
- Collaborate with district leadership to align coaching efforts with district goals, curriculum, and strategic plans.
- Serve as a liaison between the district and building staff to ensure cohesive literacy and RTI practices.

Qualifications:

Required:

- Valid state teaching license
- Master's degree in Education, Literacy, Reading Specialist, Curriculum & Instruction, or related field
- Minimum 5 years of teaching experience, preferably in literacy or intervention roles
- Deep knowledge of evidence-based literacy practices and RTI/MTSS frameworks
- Strong interpersonal, communication, and leadership skills

Preferred:

- Reading endorsement or specialist certification
- Experience as an instructional coach or literacy coach
- Familiarity with progress monitoring tools (e.g., DIBELS, Aimsweb, FastBridge)
- Experience implementing district-wide instructional initiatives

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Working Conditions & Expectations:

- Travel between school sites within the district
- Attend evening meetings or professional development events, as needed
- Maintain confidentiality and demonstrate professionalism at all times

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent and Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature and Date