



JOB DESCRIPTION:	Literacy Coordinator		
DEPARTMENT:	College of Education		
REPORT TO:	COE Language, Literacy, Technology Dept. Chair		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	325000	DATE APPROVED:	04-AUG-2026
		DATE MODIFIED:	NEW

SUMMARY:

The Literacy Coordinator at WNMU strengthens and sustains structured literacy implementation within educator preparation programs (EPPs) by building knowledge capacity, supporting high-fidelity structured literacy observation placements, ensuring program alignment with state and accrediting requirements, coordinating cross-agency partnerships, and managing performance tracking and reporting. The role also leads continuous improvement initiatives and produces defined deliverables to support ongoing implementation and compliance.

DUTIES:

1. Provide leadership in the implementation and continuous improvement of structured literacy, applying Science of Reading and evidence-based literacy practices to program execution, quality assurance, and educator preparation support.
2. Disseminate best practices and facilitate professional development for EPPs, mentor teachers, and district staff as required.
3. Coordinate and oversees the implementation of the required 100-hour structured literacy observation placements, ensuring LETRS-trained mentor teacher participation, placement scheduling/logistics, and consistent high-fidelity observation quality assurance.
4. Ensure alignment of coursework, syllabi, and clinical experiences with structured literacy requirements.
5. Collaborate with higher education institutions and EPPs to verify alignment with state standards, HB 156 requirements, and accrediting bodies.
6. Coordinate with NMPED, NMECD, and LEAs on literacy placements and statewide literacy initiatives, facilitating cross-agency communication, supporting MOU development, and coordinating joint planning sessions as needed.
7. Track candidate performance on literacy-related assessments.
8. Support state and accreditation reporting by collecting, analyzing, and reporting data related to literacy placements, mentor observations, and candidate outcomes.
9. Lead continuous improvement initiatives related to structured literacy within EPPs, including process reviews, data-driven decision-making, and implementation refinements. Identify barriers, gaps, and opportunities for policy or program adjustments and propose solutions.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **EDUCATION/BACKGROUND:** Master's degree in education, literacy, or reading and a minimum of five (5) years of experience as a classroom teacher, reading specialist, or literacy coach. (Required) Doctoral degree in Education, Reading, Literacy, Curriculum & Instruction, or a related field. LETRS certification or advanced training in structured literacy or Science of Reading methodologies. (Preferred) LEAs Bilingual (Spanish) preferred. Demonstrated expertise in structured literacy, evidence-based literacy instruction, and the Science of Reading, with the ability to provide

leadership, consultation, and professional development to faculty, mentor teachers, and educational partners.

2. **JOB KNOWLEDGE/SKILLS:** The position requires demonstrated expertise in structured literacy and evidence-based literacy instruction aligned to the Science of Reading, including a strong understanding of reading processes, literacy assessment, and adult learning. The coordinator must be able to lead structured literacy implementation through consultation and coaching for EPP faculty, mentor teachers, and education partners; collaborate effectively with higher education faculty and state agencies to support program requirements; facilitate professional development; manage complex, multi-partner projects and stakeholder coordination; and manage/analyze data to produce compliance- and performance-related documentation. Familiarity with educator preparation, observation/clinical placement processes, and accreditation/state compliance expectations is preferred.
3. **WORKING CONDITIONS/PHYSICAL DEMANDS:** Normal office environment; some travel within the community when needed. May be required to transport normal office equipment and materials. Ability to communicate effectively with a diverse population and sustain long periods of time working at a desk or in meetings.
4. **OTHER REQUIREMENTS:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)