

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

READING COACH

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution
- (2) K-12 Reading Certification and/or Reading Endorsement by the State of Florida, or certification in another area and earning Reading Endorsement or K-12 Reading Certification
- (3) Three (3) years experience in teaching reading or language arts at the elementary or secondary level

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of best practices in the area of reading
 Ability to communicate effectively to a variety of audiences in both written and oral forms
 Ability to balance several job functions at one time
 Ability to work with teachers in a collegial manner and develop data-driven intervention plans/strategies
 Good interpersonal skills
 Ability to analyze statistical data
 Knowledge and understanding of state/federal requirements and assessed standards in the area of reading
 Knowledge of report and record maintenance principles and practices

REPORTS TO:

Principal

JOB GOAL

To assist teachers at the school level, for modeling of best practices/lessons, to assist with implementing grant and/or K-12 Comprehensive Reading Plan requirements, and to provide staff development and resources to reading teachers.

SUPERVISES: NO ONE

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Reading Coach (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan for instructional personnel

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 89A

Reading Coach (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Assist teachers in planning, sequencing, and scaffolding of instruction
- * (2) Facilitate the integration of reading skills/strategies/technology into the reading classrooms
- * (3) Assist reading teachers in the evaluation of diagnostic results and future instruction based on those results

Professional Responsibilities

- * (4) Maintain and promptly submit accurate, complete, and correct records and reports as required by law, grants, district policy and other administrative regulations
- * (5) Serve as a member of school literacy groups and committees
- * (6) Communicate information in writing and/or orally on a given topic in a coherent and logical manner.
- * (7) Establish a collegial and collaborative working rapport with faculty and staff
- * (8) Attend and participate in all required meetings
- * (9) Take all necessary and reasonable precautions to protect students, equipment, and facilities
- * (10) Serve as an instructor in district-sponsored summer reading academies

Professional Growth and Improvement for Self and Others

- * (11) Maintain a working knowledge of state/federal laws and regulations that impact K-12 public school services.
- * (12) Participate in reading academies, workshops, conferences, meetings, and professional readings to keep current and well informed about trends and changes in areas of responsibility.
- * (13) Demonstrate the ability to present reading as a process rather than a series of skills to foster lifelong learning
- * (14) Conduct meaningful and well-planned staff development activities
- * (15) Model techniques for effective delivery of instruction in reading classrooms
- * (16) Provide in-service and follow-up coaching to reading teachers
- * (17) Maintain a collection of professional reading/learning materials which reflect current research
- * (18) Encourage teachers to apply best practices before, during, and after reading instruction
- * (19) Maintain instructional momentum in classroom modeling and in training session

Systemic Functions

- * (20) Keep the immediate supervisor properly informed of the status of various issues, events and activities of the schools and district
- (21) Perform other duties as assigned.

Assessment

Reading Coach (Continued)

- *(22) Assist in the administration and interpretation of reading progress monitoring and diagnostics and keep accurate records of the scores
- *(23) Assist in formal and informal assessments and interpretation of the results
- *(24) Assist in the development/review of student reading portfolios

Leadership and Strategic Orientation

- *(25) Model high standards of professional conduct
- *(26) Assist as needed with the formulation and implementation of strategic and comprehensive planning.
- *(27) Demonstrate a proactive orientation to identifying potential problems and taking appropriate action.
- *(28) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(29) Facilitate problem solving by individuals and groups as needed
- *(30) Uphold school rules, regulations and School Board Rules
- *(31) Help create an environment of literacy conducive to effective instruction

*Essential Performance Responsibilities