

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: **DISTRICT READING COORDINATOR**

REPORTS TO: Deputy Superintendent

SUPERVISES: N/A

QUALIFICATIONS:

1. Alabama Certification in School Administration
2. Minimum 3 years successful elementary teaching experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

KNOWLEDGE, SKILLS AND ABILITIES:

1. Extensive knowledge of curriculum and instruction and of current research on teaching and planning processes.
2. Excellent verbal and written communication skills.
3. Strong interpersonal skills.
4. Excellent computer skills.
5. Ability to participate in a program of continuous inservice/professional development designed to meet both state and local board of education requirements.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the development of the school system philosophy of education and in the recommendation of appropriate school system policies for educational needs.
2. Research and recommend appropriate policies, programs, and curricula essential to the needs of Pre-K, early childhood, elementary, and secondary students.
3. Coordinate the requirements of the Alabama Literacy Act.
4. Serve as the liaison between the district and the ALSDE regarding the requirements of the Alabama Literacy Act.
5. Coordinate literacy initiatives Pre-K-12, including the regular monitoring of student data.
6. Establish protocol and procedures for timely data collection and dissemination of results including regular data chats with administrators and instructional/reading coaches.
7. Identify gaps in the instructional program and implement appropriate strategies/programs to address learning loss.
8. Coordinate extended and summer learning opportunities for students.

9. Coordinate instructional coaches/reading coaches for the purpose of equitable services.
10. Observe classroom teachers on a timely basis to ensure the implementation of effective instructional practices and assist principals with the evaluation of educational personnel.
11. Coordinate intervention programs for students with reading and/or other content area deficiencies.
12. Coordinate professional development offerings for preparation for state assessments ACAP, AlaKids, ACT, and other pertinent professional learning opportunities for teachers and administrators.
13. Coordinate professional development offerings for literacy instruction including Science of Reading (LETRS, Dyslexia, etc.) training and any other pertinent reading and content area professional development.
14. Keep abreast of legal requirements, state, and federal regulations and the impact of such requirements and regulations on the school system.
15. Provide leadership in establishing new programs, modifying existing programs, and building an improved understanding of educational services and programs.
16. Develop, implement, and coordinate appropriate procedures for pre-k, early childhood, and elementary programs.
17. Coordinate and assist in the recruitment, selection, and recommendation for employment of educational personnel.
18. Supervise the timely and accurate filing of all appropriate reports and documents both locally and with the Alabama State Department of Education.
19. Develop appropriate budget recommendations to support student learning and coordinate these recommended programs/practices with other areas, especially federal programs, special education, and student services.
20. Requisition and recommend purchasing of supplies and equipment for educational programs and related services.
21. Recommend, develop, and supervise any contracted educational services utilized for intervention purposes.
22. Interpret the philosophy, objectives, and available educational services to staff and public.
23. Develop, implement, and coordinate an appropriate parent education and involvement program to support student learning.
24. Consult with parents as needed and nurture positive parental involvement through effective programming.
25. Develop and implement an appropriate public relations plan including any needed brochures, pamphlets, or booklets related to the Alabama Literacy Act.

26. Work cooperatively with central office staff and local school administrators to encourage, explain, and enhance the most effective instructional strategies for students.
27. Assist in monitoring Continuous Improvement Planning at the school and system level.
28. Coordinate the revision and implementation of instructional frameworks, curriculum maps, and pacing guides for content areas.
29. Coordinate the selection, purchase, and implementation of Early Learning Assessments as required by the Alabama Literacy Act.
30. Coordinate professional development, curriculum, and instructional support for English Learners and serve as the liaison between schools and regional support from ARI-EL.
31. Any other duties as may be assigned by the Deputy Superintendent.

PHYSICAL REQUIREMENTS:

N/A

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the provisions of the Alabama State Department of Education.

Salary Schedule: District Coordinator