

READING / LITERACY COACH

MAJOR FUNCTION:

To provide assistance and ongoing professional development to teachers, including training and mentoring in the use of materials, assessment strategies, and best practices to generate improvement in reading/literacy instruction and student achievement.

DUTIES AND RESPONSIBILITIES:

- Supports and provides professional development to teachers in areas such as essential reading components, instructional assessments, differentiated instruction, and intensive intervention
- Models effective reading strategies in classrooms
- Assists teachers in evaluating and improving instructional planning processes
- Assists teachers with required assessments and data-driven decision making
- Provides daily support to teachers through coaching, co-teaching, and mentoring
- Works with teachers to ensure that scientifically-based reading researched programs are implemented with fidelity
- Facilitates study groups
- Works collaboratively with subject area supervisors, directors and school personnel in support of best practices
- Assists assigned schools in the development and implementation of their School Improvement Plan, school-based RtI Plan and School Restructuring Plan
- Assists schools in articulation of subject area materials and program needs from grade to grade and school to school
- Represents the designated subject area on cross-functional teams
- Assists with progress monitoring
- Engages in professional development activities to continually improve personal skills
- Assists with the leadership and support of the reading leadership team
- Submits bi-weekly coach logs through the Progress Monitoring and Reporting Network (PMRN)
- Spends the instructional day working with teachers in classrooms
- Performs other related duties as required for instructional personnel

MINIMUM QUALIFICATIONS:

Elementary:

Bachelor's degree from an accredited college or university. Possession of or eligible for a valid regular Florida elementary teaching certificate. Reading certification or completion of at least 120 hours of coursework toward the add-on Reading Endorsement with a requirement to complete the endorsement within two years, or a requirement to complete two reading endorsement competencies of sixty in-service hours or six semester hours of college coursework per year to complete the endorsement within two years. Three (3) years of related professional experience. Demonstrated knowledge of scientifically-based reading research.

Secondary:

Bachelor's degree from an accredited college or university. Possession of or eligible for a valid regular Florida teaching certificate. Reading certification or the add-on Reading Endorsement. Three (3) years of related professional experience. Demonstrated knowledge of scientifically-based reading research.

PREFERRED:

Advanced coursework in reading. Experience in conducting training and curriculum development. Sound knowledge of subject area. Demonstrated expertise in interpersonal and time-management skills.

ISSUED: 4/07 AK; REVISED: MF, D&R, & MQs 5/09 RAS; BOARD APPROVED 5/12/09

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				