

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### Reading Coach

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the State of Florida in Reading, or hold a Reading Endorsement.
- (3) Minimum of three years of teaching experience.
- (4) Must be rated highly effective.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Coaches are expected to exhibit knowledge of scientifically-based reading research, comfortable with Universal Design for Learning and Multi-Tiered System of Supports (MTSS), expertise in quality reading instruction and infusing reading strategies into content and instruction, and data management skills. Have a strong knowledge base in working with adult learners. Excellent communication skills with outstanding presentation, interpersonal, and time management skills.

#### REPORTS TO:

Principal

#### JOB GOAL

Serve as a catalyst to monitor, support, and evaluate the implementation of the strategies outlined by the District K-12 Comprehensive Evidence-Based Reading Plan. The reading coach partners with classroom teachers and school-based administrators to provide the best practices in reading instruction, intervention, and instructional reading strategies to support all learners.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1) Provide daily support to classroom teachers, prioritizing their time to those teachers, activities, and roles that will have the greatest impact on student achievement, namely coaching and mentoring in the classroom. Supports include:
  - a. modeling effective instructional strategies
  - b. coaching/mentoring to increase instructional density and meet the needs of all students
  - c. training in data analysis and using data to differentiate instruction
  - d. facilitating study groups and/or professional learning communities
  - e. assisting in identifying struggling readers and creating plans for support
- (2) Serve on the school leadership team and collaborate with the principal and the school lead team to cultivate a successful learning community.
- (3) Monitor and respond to school reading assessments with the principal and lead team.
- (4) Work with teachers and administrators to ensure that research-based reading programs (comprehensive core reading programs, supplemental reading programs and comprehensive intervention reading programs) are implemented with fidelity.
- (5) Provide leadership in the process of designing, implementing, and monitoring the school intervention plan for struggling readers.
- (6) Collaborate with administrators to lead and support reading leadership teams at their school(s).

**READING COACH (Continued)**

- (7) Collaborate with administrators and district personnel to create and/or facilitate ongoing professional development and training of teachers in the building through activities such as coaching, grade level meetings, classroom demonstrations, workshops, and study groups.
- (8) Monitor the school's ongoing progress toward the goal of 100% literacy.
- (9) Continue to increase their knowledge base in best practices in reading instruction, intervention, and instructional reading strategies.
- (10) Provide leadership in the selection, acquisition and management of instructional materials and resources.
- (11) Not be an administrator, but rather collaborate with the principal for administrative decisions related to reading, including monitoring fidelity of instruction
- (12) Plan set times to meet with the principal to aid effective school wide implementation.
- (13) Ability to work in a constant state of alertness and safe manner.

\*All of the above are Essential Performance Responsibilities

**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.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
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 Code 10  
Lane 8 of the Instructional Salary Schedule**

DOE Job Code	Grade Level
64021	Elementary
64022	Middle/Junior
64023	Senior High

Revised Board Approval ~~04/11/2017~~ ~~08/03/2021~~ 06/14/2022