

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, hold a Reading Endorsement or be currently working on one of the above.
- (3) Minimum of three years of teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Coaches are expected to exhibit knowledge of scientifically based reading research, special 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 Florida Reading Initiative. The reading coach works with teachers of struggling readers, Reading Intervention Teachers, program monitoring, facilities testing, and monitors student reading progress.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Provide daily support to classroom teachers.
- (2) Collaborate with the principal and the school lead team to cultivate a successful learning community.
- (3) Serve on the school leadership team.
- (4) Help identify struggling readers.
- (5) Work with teachers of struggling readers.
- (6) Model effective instructional strategies for teachers.
- (7) Coach and mentor colleagues.
- (8) Train teachers in data analysis and using data to differentiate instruction.
- (9) Facilitate study groups.
- (10) Monitor and respond to school reading assessments with the principal and lead team.
- (11) Work with teachers to ensure that research-based reading programs (comprehensive core reading programs, supplemental reading programs and comprehensive intervention reading programs) are implemented with fidelity.
- (12) Help to increase instructional density to meet the needs of all students.
- (13) Provide leadership in the process of designing, implementing, and monitoring the school intervention plan for struggling readers.

READING COACH (Continued)

- (14) Help lead and support reading leadership teams at their school(s).
- (15) Coach and support teachers daily as they translate the FRI components into classroom practice.
- (16) Work with all teachers (including ESE, content area, and elective areas) with 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.
- (17) Coordinate and schedule grade level meetings.
- (18) Coordinate and schedule ongoing professional development of teachers in the building through activities such as coaching grade level meetings, classroom demonstrations and study groups.
- (19) Facilitate in-service/training needs of the school with the principal and district contact.
- (20) Monitor the school's ongoing progress toward the goal of 100% literacy.
- (21) Develop agendas with the principal and teachers the content of the professional development sessions.
- (22) Continue to increase their knowledge base in best practices in reading instruction, intervention, and instructional reading strategies.
- (23) Provide leadership in the selection, acquisition and management of instructional materials and resources.
- (24) Be knowledgeable about the FRI (history, local development, purposed plans, etc.)
- (25) Report their coach logs bi-weekly through the Progress Monitoring and Reporting Network (PMRN).
- (26) Not be an administrator, but rather collaborate with the principal for administrative decisions related to reading.
- (27) Plan set times to meet with the principal to aid effective school wide implementation.
- (28) 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
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