

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

READING COACH

QUALIFICATIONS

- Bachelor's Degree with a minimum of four (4) years successful K-12 teaching experience required; Master's Degree preferred.
- Certification in K-12 Reading or Reading Endorsement preferred; OR in process of earning Certification/Reading Endorsement within a three year time period.
- ESOL Certification or Endorsement preferred.
- Strong background in reading instruction and teacher training required.
- Demonstrated success as a reading teacher, especially with below-level readers.

KNOWLEDGE, SKILLS, ABILITIES

- Effective decision-making skills required.
- Possess communication skills of listening, oral communication and oral presentation.
- Possess interpersonal skills and abilities.
- Knowledge of human growth and development.
- Knowledge of computer applications and educational technology as related to instructional function.
- Knowledge of Federal, State and District policies and mandates.
- Expert knowledge related to reading theory.

SUPERVISION

REPORTS TO Principal
SUPERVISES No supervisory duties

POSITION GOAL

To generate improvement in reading instruction and reading achievement by conducting on-site, on-going literacy-related professional development; modeling best practices; assisting teachers in analyzing student performance data for differentiated instruction; and supporting school-wide progress monitoring programs.

PERFORMANCE RESPONSIBILITIES

1. * Plan and implement professional development opportunities that are based on analysis of student performance indicators and are aligned with current research.
2. * Demonstrate and model best practices through large group, small group, or one-on-one activities.
3. * Coach instructional staff, which includes pre-conferencing with teachers, observing teachers, structuring activities with teachers that are designed to enhance instructional delivery in the classroom, and post-conferencing with teachers.
4. * Assist the Principal by helping to coordinate the school's screening, diagnostic, progress monitoring, and outcome assessment program.
5. * Research and recommend materials for purchase; train and assist with the implementation of instructional materials.
6. * Provide training in the administration and interpretation of formal and informal diagnostic and evaluation instruments.
7. * Assist teachers in analyzing student data and developing action plans for differentiated instruction.
8. * Participate in Florida Department of Education required reading trainings and workshops.
9. * Participate in district-sponsored activities that include professional development designed to enhance the coaching model and regular coaching meetings.

READING COACH, page 2

10. * Maintain a schedule approved by the Principal and log of coaching activities that includes quarterly submission of coaching summaries to the Principal.
11. * Produce Federal, State and District reports, as required.
12. * Provide consultation to the Principal on the overall elements and operation of a successful reading program.
13. Perform other duties as assigned by the Principal.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Reaching

Extending hand(s) and arm(s) in any direction.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

T **\$37,950 - \$73,750**
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35
Annual Hours 1372

POSITION CODES

PeopleSoft Position TBA
Personnel Category 12
EEO-5 Line 43
Function Vary
Job Code 1101C
Survey Code 64021

FLSA

Applicable
 Not applicable

BOARD APPROVED

April 12, 2005

ADA Information Provided by Anna-Marie Cote
Position Description Prepared by Anna-Marie Cote & Committee