

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SECONDARY INSTRUCTIONAL LITERACY COACH

QUALIFICATIONS

- Bachelor's Degree with a minimum of five (5) years successful K-12 teaching experience required as evidenced by substantial learning gains; including work with at-risk students; Master's Degree preferred.
- Certification in K-12 Reading or Reading Endorsement preferred; OR in process of earning Certification/Reading Endorsement within a two year time period.
- ESOL Certification or Endorsement preferred.
- Documented experience in delivering professional development.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of district school improvement initiatives, including content standards, content area literacy, effective instruction, and assessment practices.
- Strong knowledge base of working with adult learners.
- Extensive knowledge of content area literacy strategies for student achievement.
- Knowledge of basic computer software and hardware, as related to assigned responsibilities.
- Knowledge of instructional programs used in the district and understanding of intervention scheduling, including the Problem Solving (PS)/Response to Intervention (Rtl) process.
- Knowledge of Federal, State and District policies and mandates.
- Ability to establish and maintain effective working relationships with teachers, administrators, district staff, and community.
- Strong interpersonal, oral communication, problem solving, and organizational skills required to effectively facilitate coaching and staff development.
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations.
- Ability to facilitate on site Lesson Study processes.

SUPERVISION

REPORTS TO SUPERVISES Principal and Secondary Literacy Coordinator
No supervisory duties

POSITION GOAL

To generate improved student achievement in all content areas by providing teachers and administrators with reading and writing strategies, content knowledge and resources specifically aligned to content and resulting in an increase in teaching and learning proficiency.

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. * Facilitate cross-curricular literacy initiatives involving site-based content area leaders and model and coach teachers to implement effective strategies appropriate for use in all content area classrooms.
3. *Coach instructional staff, which includes developing lessons with teachers, pre-conferencing with teachers, modeling lessons with/for teachers, observing teachers, structuring activities with teachers that are designed to enhance instructional delivery in the classroom, and post-conferencing with teachers.
4. * Coach all teachers to correlate and align Next Generation Sunshine State Standards with their instructional planning and instructional materials.
5. * Assist all teachers with higher order thinking strategies implementation.

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6. * Assist all teachers and administrators with disaggregating and interpreting assessment data for all students, using available resources and technology, with an emphasis on identified subgroup populations to plan effective instruction.
7. * Assist administrators with placement of students into appropriate reading classes.
8. * Work collaboratively and communicate effectively with high school, middle and elementary feeder schools to strengthen vertical articulation creating a seamless K-12 instructional program.
9. * Conference with teachers using data to effectively inform instruction during Professional Learning Community meetings.
10. * Develop guides and other support materials necessary for relevant programs.
11. * Research and recommend materials for purchase; train and assist with the implementation of instructional materials.
12. * Participate in Florida Department of Education required reading trainings and workshops.
13. * Participate in district-sponsored activities that include professional development designed to enhance the coaching model and regular coaching meetings.
14. * Maintain a calendar approved by the Principal/Secondary Literacy Coordinator and maintain a coaching log that includes bi-weekly submissions of coaching summaries to the Principal/Secondary Literacy Coordinator.
15. * Produce Federal, State and District reports, as required.
16. * Maintain an open line of communication with Principal and Secondary Literacy Coordinator.
17. Perform other duties as assigned by the Principal/Secondary Literacy Coordinator.

*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 ACTIVITIES

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

POSITION CODES

| | |
|---------------------|--------|
| PeopleSoft Position | TBA |
| Personnel Category | 12 |
| EEO-5 Line | 43 |
| Function | Vary |
| Job Code | 1101SC |
| Survey Code | 64023 |

FLSA

Applicable
 Not applicable
Previous Board Approval

BOARD APPROVED

April 5, 2011
April 12, 2005

| | |
|--------------|------|
| Months | 10 |
| Annual Days | 196 |
| Weekly Hours | 35 |
| Annual Hours | 1372 |

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

