

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, K-12 Comprehensive Reading Plan

QUALIFICATIONS

- Master's Degree in Education or higher and Reading certification/endorsement or a commitment to complete the certification/endorsement within one (1) year.
- Certification in Administration and Supervision or Educational Leadership preferred.
- At least five (5) years successful teaching experience, with at least three (3) years experience in teaching students to read.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of all areas of scientifically-based researched approaches to Reading and Language Arts, in particular strategies to equip teachers to successfully teach students of all reading ability levels.
- Knowledge of the requirements of and guidance pertaining to the district's K-12 Comprehensive Reading Plan, FCAT 2.0 Reading, Common Core English/Language Arts State Standards and the A+ Accountability Plan.
- Knowledge of national and state laws, rules policies and procedures related to K-12 reading and student progression.
- Knowledge of basic computer software and hardware, as related to assigned responsibilities.
- Ability to design and deliver relevant professional development to teachers, instructional/reading coaches, and administrators as defined in the K-12 Comprehensive Reading Plan and in support of measurable district and school goals.
- Skill in problem solving.
- Knowledge of the state requirements for the add-on certification program for Reading Endorsement and the ability to design and implement a successful Reading Endorsement program.
- Effective skills in oral and written communications.
- Skill in organization and time management.
- Ability to plan, organize and prioritize.
- Ability to communicate and to work cooperatively with personnel and the public.
- Ability to interpret policy and law.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Director, Teaching and Learning
SUPERVISES Assigned Teachers on Assignment and Support Staff

POSITION GOAL

To coordinate implementation of the district's Reading Endorsement Add-on Certification process and the K-12 Comprehensive Research-Based Reading Plan in collaboration with the elementary and secondary curriculum coordinators, with particular emphasis on middle school reading support and training for instructional/reading coaches.

PERFORMANCE RESPONSIBILITIES

1. *Coordinate implementation, monitoring, budgeting, and reporting requirements included in the K-12 Comprehensive Reading Plan.
2. *Coordinate all efforts related to middle school reading and all components of the K-12 Comprehensive Reading Plan, including analysis and monitoring of reading practices, assessments, programs and resources.
3. *Coordinate and provide training for district administrators, principals, assistant principals, instructional/reading coaches, and teachers to support implementation of the K-12 reading plan, including the required pre-planning in-service and development of on-line/on-demand training modules.

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4. *Coordinate efforts to ensure relevant staff participate in required Department of Education reading training.
5. *Coordinate efforts to interpret student performance data related to reading (FCAT 2.0, Common Core English/Language Arts and Progress Monitoring).
6. *Provide one-on-one, small-group, and grade-level support to middle school administrators, instructional/reading coaches, and teachers to assist with increasing student reading performance.
7. *Assist middle school principals, assistant principals, reading coaches, and teachers with the use of reading performance data to drive daily classroom instruction.
8. *Demonstrate and model best practices through large group, small group, or one-on-one activities.
9. *Collaborate with the secondary and elementary curriculum coordinators, and staff from relevant departments to coordinate reading initiatives between and within grade levels.
10. *Support and assist the elementary and secondary curriculum coordinators with monitoring fidelity in reading program implementation.
11. *Design implement, and evaluate a district Coaches Institute.
12. *Coordinate the design and implementation of the district's Reading Endorsement Add-on Certification program.
13. *Support the SCPS Strategic Plan-Priorities of Excellence and Equity.
14. Perform other duties as assigned by the Director of Teaching and Learning.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.

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.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E \$71,237 - \$109,172

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 05
EEO-5 Line 08
Function Vary
Job Code 1462
Survey Code 63039

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 24, 2012
June 21, 2005

ADA Information Provided by Anna Marie Cote
Position Description Prepared by Corbet Wilson