

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, DISTRICT LITERACY COACH

QUALIFICATIONS:

- (1) Must have a Bachelor's or higher Degree in Elementary Education, English Language Arts, or Reading
- (2) Must have Reading Endorsement or certification in Reading
- (3) Valid Florida Teaching Certificate.
- (3) Demonstrated leadership ability.
- (4) High energy and enthusiasm level.
- (5) ESOL Endorsement or Certification
- (6) Minimum 5 years teaching experience.
- (7) Must have Educational Media Specialist Certification or must be working towards certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Coaches are expected to have experience as successful classroom teachers. Coaches are expected to exhibit knowledge of scientifically based reading research, special expertise in quality reading and writing instruction and infusing reading and writing strategies into content areas. Coaches should be excellent communicators with outstanding presentation, interpersonal, and time management skills. Coaches should exhibit knowledge in the use of the reading progress data to inform and guide instruction.

REPORTS TO:

Assistant Superintendent

JOB GOAL

To serve as a resource for professional development throughout the district and to generate improvement in reading/writing instruction and student achievement.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Support and train all school-based reading coaches, helping them to prioritize their time to those teachers, activities and roles that will have the greatest impact on student achievement, namely coaching and mentoring in classrooms.
- (2) Collaborate with district and school-based leadership to ensure district-wide alignment to evidence-based best practices in literacy instruction and science of reading principles
- (3) Train others to administer and analyze instructional assessments and provide data-based differentiated instruction and/or intensive intervention.
- (4) Model effective instructional strategies for reading coaches and teachers.
- (5) Coach and mentor new reading coaches and support coaches in their coaching of new or identified teachers.
- (6) Work with staff to ensure that research-based reading programs (comprehensive core reading programs, supplemental reading programs and comprehensive intervention reading programs) are implemented with fidelity. Help lead and support reading leadership teams throughout the District.

- (7) Help lead and support reading leadership teams throughout the District.
- (8) Continue to increase their knowledge base in best practices in reading.
- (9) Write the K-12 Comprehensive Evidence Based Reading Plan each year and work with staff to implement with fidelity the state and district-approved Reading Plan.
- (10) Coordinate the development, implementation and evaluation of district reading initiatives.
- (11) Coordinate, monitor, assist and evaluate curriculum studies, special projects and federal and state legislation.
- (12) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- (13) Maintain a close working relationship with school and district administrators to ensure information exchange, coordination of efforts, and general support for ESSA (Every Student Succeeds At).
- (14) Lead the district adoption process for literacy curriculums and assist school personnel in initiating and implementing new Literacy programs.
- (15) Assist in the development of curriculum and instructional activities designed to achieve priority goals identified through the district's planning process.
- (16) Lead district-wide professional learning to help ensure teachers meet state certification or recertification requirements for reading hours and advertise professional learning opportunities available outside of the district for the same purpose.
- (17) Prepare all required reports and maintain all appropriate records.
- (18) Perform all other duties assigned.
- (19) Ability to work in a constant state of alertness and safe manner.

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 A6

Index 0.8989 of the Administrative Salary Schedule

DOE Job Code 63008

Board Approval 06/09/2020

Revised Board Approval ~~10/11/2022~~ 05/28/2024