DISTRICT SCHOOL BOARD OF PASCO COUNTY
Job Description

K-12 LITERACY COACH

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<tr>
<th>Salary Schedule: 55</th>
<th>Number Of Work Days As Contracted</th>
<th>Instructional – Exempt</th>
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<td>Academic Supplement</td>
<td>Daily Work Hours: 7.5</td>
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**JOB GOAL:** Responsible for planning, coordinating, and implementing a comprehensive school-wide literacy program which facilitates learning; for modeling of best practices lessons which use literacy-based learning strategies; for coaching teachers in all curriculum areas on how to enhance students’ literacy skills; for identifying staff development needs of the school and for providing staff development related to literacy as part of the problem solving process; and for working with school and community groups, such as the Leadership Team, Lead Literacy Team and learning communities, to help all students reach their highest potential.

**REQUIRED QUALIFICATIONS:**
1. Valid Florida Educator’s Professional Certificate with Reading K-12 Coverage OR valid Florida Educator’s Professional Certificate with Reading Endorsement and agreement to become certified in the Reading K-12 Coverage within the designated timeframe
2. Minimum of three years of successful K-12 classroom teaching experience
3. Successful experience in facilitating adult learning
4. Successful experience as a mentor
5. Admission to the District School Board of Pasco County K-12 Literacy Coach pool

**DESIRED QUALIFICATIONS**
1. Master’s degree from an accredited institution in Reading
2. Successful K-12 classroom teaching experience in the area of reading

**KNOWLEDGE, SKILLS, AND ABILITIES:**
1. Communicate effectively in written and oral form using positive interpersonal skills
2. Utilize effective data-based problem-solving skills
3. Demonstrate effective collaboration skills
4. Employ effective coaching skills
5. Coach teachers in effective instructional strategies in a variety of content areas
6. Use effective strategies for differentiating instruction
7. Exhibit knowledge of standards-based curriculum
8. Integrate technology in classroom instruction
9. Participate in workshops, seminars, conferences and/or advanced coursework which further advance knowledge of current trends in reading instruction

**REPORTS TO:** Site Administrator

**SUPERVISES:** Not Applicable
PERFORMANCE RESPONSIBILITIES:

**Instructional Program**
1. Create a literacy environment conducive to effective instruction
2. Facilitate instruction based on current reading/study/thinking research throughout the total instructional program
3. Demonstrate (model) reading/learning strategies in classrooms
4. Evaluate literacy needs within various subject areas and collaborate with teachers and administrators to interpret, use assessment data to improve instruction, and problem solve
5. Use assessment data to assist administrators with placement of students in appropriate instructional or intervention programs
6. Lead faculty in the selection and use of a range of assessment tools as a means to make sound decisions about student literacy needs as related to the curriculum and to instruction
7. Conduct regular meetings with classroom teachers to examine student work and monitor progress in order to support teacher reflection and action
8. Assist classroom teachers with analysis of formal and informal assessment data on their students to determine student response to instruction
9. Provide, upon request, individual diagnostic testing
10. Assist the school's curriculum personnel in planning for and implementing the accountability goals associated with the School Improvement Plan
11. Work with the school’s Leadership Team, Lead Literacy Team, and other constituent groups to determine the school’s strengths and needs for improvement in the area of literacy in order to improve students’ reading, writing, and communication skills and content area achievement
12. Assist teachers with planning, sequencing, and scaffolding of instruction
13. Participate in team reviews concerning academic progress of at-risk students who are not responding to interventions
14. Work with feeder pattern staff to assure articulation from elementary to middle and from middle to high school
15. Attend scheduled meetings and parent conferences
16. Assist the school's curriculum personnel in providing services to special populations

**Professional Development**
1. Provide inservice training and follow-up coaching to assist classroom teachers in the use of reading/learning strategies in their classrooms
2. Work with teachers individually, in collaborative teams, and/or with departments, providing practical support on a full range of reading, writing, and communication strategies
3. Observe and provide feedback to teachers on instruction related to literacy development and content area knowledge
4. Participate in district-level inservice meetings and assisting in the coordination of district-level inservice offerings
5. Continue professional growth and strengthen professional teaching knowledge, skills, and strategies through an ongoing program of workshops, seminars, conferences, and/or advanced course work
6. Maintain a collection of professional and reading/learning materials related to reading and which reflect current research
7. Provide staff development for teachers, volunteers, parents, paraprofessionals, administrators, and other appropriate personnel as needed
8. Coordinate school-based weekly professional development in reading aligned with the K-12 Research-based Reading Plan and the District Master Inservice Plan

Professional Responsibilities
1. Encourage literacy and life-long learning
2. Maintain and promptly submitting accurate, complete, and correct records and reports as required by law, by grant regulations, by district policy, and by administrative directives
3. Facilitate or serve as a member on school literacy groups and committees
4. Establish rapport with faculty and staff
5. Work to promote productive relationships with and among school staff
6. Attend and participating in all required meetings
7. Uphold school rules, administrative regulations, and Board policies
8. Take all reasonable and necessary precautions to protect students, equipment, and facilities

Public Relations
1. Interpret the school's reading/learning program for staff, parents, and members of the community
2. Serve as part of a county-wide committee in developing activities and programs to disseminate information
3. Publicize the school's reading/learning program

Other
1. Perform other duties as assigned