


THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Reading Resource Teacher/Reading Coach <u>Coach, Literacy</u>
CONTRACT YEAR:	196 Day Teacher Calendar
PAY GRADE:	Teacher Salary Schedule
BARGAINING UNIT:	BTU

PREFERRED QUALIFICATIONS

EDUCATION: An earned ~~bachelor's~~ master's degree from an accredited institution in an educational field and a valid Florida Teacher's Certificate in elementary and/or secondary education, ESE, or reading; must hold or be working towards Reading Endorsement.

EXPERIENCE: Minimum of three (3) years of related teaching experience and/or training in the field related to the title of the position in subject area and/or level within the last five (5) years.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution in an educational field and a valid Florida Teacher's Certificate in elementary and/or secondary education, ESE, or reading; must hold or be working towards Reading Endorsement.

EXPERIENCE: Minimum five (5) years of related teaching experience in subject area and/or level within the last eight (8) years.

ADDITIONAL QUALIFICATIONS

~~Requires demonstrated leadership and strong interpersonal skills; requires in depth knowledge and proven strategies in developing elementary and/or secondary level student reading skills.~~

REQUIRED:

Reading Literacy Coaches are required to achieve Reading Endorsement within two (2) years of appointment. Complete Broward County Public Schools Instructional Coach Development and Credentialing Program within two (2) years of assignment.

Progressively more responsible professional educational experience with at least two (2) years of experience in teacher leadership roles. Strong interpersonal and communication skills as it relates to instructional practice and working with teachers. Ability to establish and maintain a trustful and confidential relationship with adults. Demonstrate skillful use of coaching language. Demonstrate high standards of honesty, integrity, flexibility and responsiveness. Ability to design, present and facilitate adult learning experiences, professional learning communities and standards-based instruction. Computer skills as are required for the position.

~~Florida certification in elementary and/or secondary education, ESE, or reading; must hold or be working towards Reading Endorsement for secondary appointment. Reading Coaches are required to achieve Reading Endorsement within two (2) years of appointment.~~

PREFERRED:

~~Master's degree in Reading or Reading Certification. Bilingual skills.~~

REPORTS TO:

~~School Principal~~

SUPERVISES:

~~None~~ Not Applicable

POSITION GOAL:

~~Meet the educational needs of Broward County students by assisting elementary or secondary level teachers and students in the implementation of the Elementary or Secondary Reading Programs.~~

The Literacy Coach will provide personalized support based on identified needs of individual teachers and differentiated supports that foster the growth and development of teachers. In addition to strategic literacy-focused mentoring, coaches will support teachers to develop skills in analyzing student work, differentiating instruction, supporting English Language learners and students with special needs. Also, coaches will work collaboratively, build skills, analyze data, examine needs related to professional practice and engage in peer coaching with teachers.

The goal of the Literacy Coach is to improve and sustain student achievement by promoting a culture for literacy learning to include all stakeholders, by enhancing and refining literacy instruction and intervention, providing targeted instructional coaching and building capacity for literacy across the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Coach, Literacy shall:

- ~~1. contribute the expertise needed to prepare the school's reading program.~~
- ~~2. work with the school's curriculum person in planning and implementing the basic skills remediation program as determined by the Florida State Assessment Accountability Act of 1976.~~
- ~~3. provide individual diagnostic testing to enable better prescriptive approaches for classroom instruction.~~
- ~~4. assist the school staff in organizing and managing reading skills as an integral part of all subject areas.~~
- ~~5. provide in-service training for school staff by modeling and coaching in the area of reading and on effective reading strategies for content area instruction.~~
- ~~6. participate in a team teaching effort with classroom teachers.~~
- ~~7. interpret the reading program.~~
- ~~8. ensure student and teacher needs are being met by analyzing data regarding student reading and teacher training and recommend steps to address those needs.~~
- ~~9. ensure that site initiatives align with District and State initiatives by meeting regularly with District and site personnel and communicating initiatives to all stakeholders for continuous training and feedback.~~
- ~~10. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.~~
- ~~11. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.~~
- ~~12. review current developments, literature and technical sources of information related to job responsibility.~~
- ~~13. ensure adherence to good safety procedures.~~
- ~~14. follow Federal and State laws, as well as School Board policies.~~
- ~~15. perform other duties as assigned by the principal or designee.~~
1. assist teachers in reflecting on and analyzing their practice and reviewing student work to inform instruction and enhance student achievement
2. support teachers in implementing explicit, systemic, and rigorous literacy instruction, through collaborative lesson planning, modeling, co-teaching, and conferencing.
3. build teacher capacity for developing and implementing formative assessments including non-evaluative, reflective conversations with teachers using evidence of classroom practice and student learning.
4. serve on the school's professional development team to ensure professional learning is

- aligned to standards, initiatives, and best practices and facilitate research based professional learning through the school's professional learning communities.
5. model innovative teaching methodologies and research-based, effective instructional practices through techniques such as co-teaching and demonstration lessons.
 6. assist teachers in making connections between state standards and the currently adopted instructional framework and communicating to parents and the community.
 7. analyze and present student and teacher data to inform and plan high quality instruction that meets the targeted and differentiated needs of all students leading to improved student achievement.
 8. maintain a calendar reflecting coaching activities and scheduled meetings and submit required follow-up documentation, including but not limited to, coaching logs, data analysis for teacher development and other resources as required.
 9. participate and engage in monthly content related professional learning and learning communities.
 10. promote collegiality through collaborative work and reflective practices with teachers and administrators.
 11. support teachers with the effective integration of digital applications, tools, strategies and classroom related technologies to support students in their literacy learning.
 12. assist teachers in organizing and selecting supplemental resources for intervention and enrichment instruction.
 13. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
 14. participate successfully in ongoing professional learning offered to increase the individual's skill and proficiency related to the job responsibilities.
 15. review current developments, literature and technical sources of information related to job responsibilities.
 16. handle information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPPA, etc.)
 17. ensure adherence to good safety procedures.
 18. follow federal and state laws, as well as School Board policies.
 19. perform other duties as assigned by the principal or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with students, parents, school staff, ~~guidance counselors~~, and District Core Curriculum administrators to ensure that ~~site reading~~ literacy initiatives align with District and State initiatives for high quality instruction and student achievement.

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 School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 6/19/80

ER80-12 Approved: 10/2/80

Revised: 10/05/04

Board Adopted: 11/14/06