

TITLE: **TEACHER (Reading Coach) Secondary****FLSA: Exempt**

- QUALIFICATIONS:**
1. Bachelor Degree or higher from an accredited educational institute.
 2. A minimum of three years successful classroom teaching in which the teaching of reading has been an important responsibility of the position.
 3. State certification in Reading or a Reading endorsement.
 4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Principal

<p><u>JOB GOAL:</u></p>	<p>To help provide the kind of instruction and learning environment that will enable students in the district to master the reading skills appropriate to age, grade level, individual capacity and to work cooperatively with curriculum coordinators to develop and implement staff development at the school level with an emphasis on reading, student data analysis, and parental involvement.</p>
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PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 1. Plans and administers the remedial reading program focusing on student academic growth.
- * 2. Recommends adoption and use of varied instructional materials, including textbooks, reference works, trade books, audiovisual aids and the like.
- * 3. Organizes and leads staff development programs which are needs-based and focused on the accomplishments of the established reading benchmarks.
- * 4. Interprets, as appropriate, test results and statistical data concerning reading to the administration, staff and public at large.
- * 5. Devises and maintains such records and reports as are necessary to the successful execution of the job.
- * 6. Facilitates grade level, department or team meetings focusing on the accomplishments of the reading benchmarks.
- * 7. Continually upgrades literacy and instructional knowledge and skills.
- * 8. Develops and implements an articulation plan between sending and receiving schools to monitor student reading progress and ease school transition.
- * 9. Meets periodically throughout the year with other secondary reading teachers and the Director of Secondary Education.
- * 10. Conducts inservice workshops and demonstrations pertinent to methods and materials appropriate to various levels of reading instruction.
- * 11. Interprets students needs and progress in reading remediation to the classroom teacher and the parents.
- * 12. A willingness to be able to work on a flexible schedule.
- * 13. Meet with and instruct assigned classes in the locations at the times designated.
- 14. Perform such other duties as the principal or supervisor may assign.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate to loud.

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 Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.