

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

**Job Title:** Reading Coach, Elementary      **Job Code:** 64021  
**Job Classification:** 12 Other Instructional Staff      **EEO Line:** 43  
**Job Class Category:** B Instructional Specialists      **Job Description Supplement Code:** 10  
**Reports to:** Department Director, Curr. & Instruction      **Salary Locator:** Instructional Schedule

### SUMMARY:

Work with and support Reading teachers at a school base assisting with the development of strategies, skills, tools, and techniques to effectively teach Reading and writing to all students.

### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution
- (2) Valid State of Florida Educator's Certificate or Statement of Eligibility with Reading Endorsement
- (3) Master's Degree in Reading with Reading Endorsement desired
- (4) Minimum 5 years teaching experience in Language Arts and/or Reading and/or English
- (5) Satisfactory criminal background check
- (6) ESOL Endorsement/Certification preferred

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Knowledge of Federal, State, District and school goals and Reading objectives
- (5) Knowledge of Sunshine State Standards in Reading
- (6) Knowledge of the prescribed curriculum
- (7) Knowledge is required to perform advance math; read technical information, compose a variety of documents, and/or facilitate group discussions
- (8) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (9) Ability to utilize in-class assessments to shape lessons and drive instruction
- (10) Ability to enforce 100% engagement in a classroom of scholars at all times and utilize behavior management strategies to set and maintain clear expectations
- (11) Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement
- (12) Skill in oral and written communication with students, parents and others
- (13) Ability to adjust tasks and schedule to changed priorities

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Creates a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students
- (3) Establish high standards and expectations for all students to accept responsibility for behavior.
- (4) Supervise students and consistently administer rules regarding student behavior.
- (5) Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
- (6) Demonstrate an understanding of best practices in the area of Reading and encouraging teachers to apply these before, during and after Reading.
- (7) Maintain a collection of professional Reading/learning materials which reflect current research
- (8) Assist teachers in planning, sequencing and scaffolding of instruction

- (9) Facilitate the integration of Reading skills/strategies/technology into the classrooms
- (10) Assist teachers in the evaluation of diagnostic results and future instruction based on those results
- (11) Model techniques for effective delivery of instruction in Reading in classrooms
- (12) Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
- (13) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (14) Establish a professional rapport with students that earns their respect.
- (15) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (16) Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (17) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (18) Attend required staff meetings and serve, as appropriate, on staff committees.
- (19) Maintain safe working conditions and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (20) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (21) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (22) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (23) Communicate with parents and school counselors on pupil progress
- (24) Perform any other literacy related duties as assigned by the Principal or Department Director

**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 PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

March 2006

Amended: May 20, 2014