
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: REVISED JOB DESCRIPTION

DATE: 01/13/2014

The attached revised job description for Coordinator of Literacy is submitted for your approval.

Please contact Bill Emerson if you have any questions.

**School District of Santa Rosa County
Job Description**

Coordinator of Literacy

Reports to: Asst. Supt./Curriculum & Instr.	FLSA Status: Exempt
Department: Instructional Services	Prepared By: Human Resources
Date: January 23, 2014	Evaluation Code: 13030

Principal Duties and Responsibilities (Essential Functions):

- Provide meaningful staff development and training for teachers in best practices and strategies in language arts, reading, and ESOL.
- Analyze student achievement data to determine curriculum and staff development needs in language arts, reading, and ESOL.
- Develop and provide resources for curriculum development and assessment to schools and teachers in order to improve student achievement in language arts, reading, and ESOL.
- Actively seek opportunities to bring funding, resources, and recognition to district curriculum projects.
- Supervise instructional activities for all teachers of language arts and reading, including content-area reading K-12 and ESOL.
- Administer ESOL programs according to state statutes and federal mandates.
- Facilitate classroom instruction, evaluate instructional practices, and provide models or demonstrations of effective practices in language arts and reading.
- Facilitate curriculum design to meet individual school needs.
- Develop, recommend, and administer assigned budget.
- Prepare official district and state reports as appropriate and assist in the preparation of School Board meeting agenda.
- Maintain expertise in language arts and reading curriculum design and best practices through ongoing professional development, participation in professional organizations, and professional reading and research.
- Supervise and assist in student assessment to identify areas of strength and weakness in the curriculum.
- Provide specified services, support, and staff development in language arts and reading to Title I schools and teachers.
- Facilitate alignment of instruction for students with disabilities along with the mainstream curriculum by providing staff development, information, and support for the assessment and delivery of language arts and reading instruction.
- Assist in the interpretation, implementation, and administration of applicable district, state, and federal policies, laws, grants, and regulations and in organizational analysis and development.
- Supervise and evaluate assigned instructional personnel.
- Provide appropriate information to the Superintendent, Assistant Superintendent, or other personnel as requested.
- Provide own method of transportation, when required, to visit various sites.
- Maintain official records and files and perform other incidental tasks consistent with the goals and objectives of this position.

Supervision Received:

Assistant Superintendent, Curriculum and Instruction

Supervision Exercised:

Activities, instruction, and staff development of all District teachers in assigned curricular area in cooperation with site administrator.

Minimum Qualifications & Skills Required:

1. Master's degree or higher from an accredited institution in the assigned area of specialization or certification in supervision K-12, educational leadership, or school principal.
2. Currently hold or eligible for Florida teaching certificate in Supervision K-12, Educational Leadership, or School Principal; teaching certification in assigned area(s) of specialization.
3. Successful completion of the Potential Candidate Training (PCT) or Potential School Leaders (PSL) Program; administrative experience preferred
4. Five years' experience in public school education as a teacher. ~~in assigned curricular area(s).~~

Preferred:

List qualifications or skills that would be beneficial to have, but that are not essential to the job.

Physical Demands:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Terms of Employment:

Approved Compensation Plan

Twelve months

8.0 Hours per day

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.