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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

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

**SUBJECT:** NEW JOB DESCRIPTION

**DATE:** 05/15/2012

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The attached revised job description for Teacher on Special Assignment for Literacy is submitted for your approval.

Please contact Kenny McCay if you have any questions.

**INSTRUCTIONAL PERSONNEL  
JOB DESCRIPTION**

**TITLE:** TEACHER ON SPECIAL ASSIGNMENT FOR LITERACY

**QUALIFICATIONS:**

1. Master's degree or higher from an accredited institution or the equivalent in experience (i.e., 3-5 years experience as a teacher leader or reading coach)
2. Currently holds or eligible for Florida teaching certificate or appropriate license
3. Currently holds K-12 Reading Certification, Reading Endorsement

**REPORTS TO:** Coordinator of Literacy

**JOB GOAL:** To provide leadership for, coordinate and direct the planning, developing, implementing, and evaluation of the K-12 Comprehensive Research-Based Reading Plan (Literacy Plan)

**ESSENTIAL FUNCTIONS:**

- Develops and provides appropriate literacy inservice activities
- Supports instructional staff and administrators in the implementation of the Common Core State Standards
- Provides support to enhance effectiveness of school-based reading coaches
- Visits school sites to verify K-12 Research-based Reading Plan understanding and implementation and assess school needs
- Coordinates district and school-based inservice activities in compliance with the district K-12 Comprehensive Research-Based Reading Plan
- Assists in the selection, proper usage, and security of appropriate instructional and assessment materials
- Assists the coordinator in evaluation of all related activities
- Collaborates in the development of the district K-12 Comprehensive Research-Based Reading Plan
- Participates in activities for continued professional growth
- Provides own method of transportation to various locations when required
- Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies and school sites
- Performs other related duties as required
- Assists the Literacy Coordinator in the implementation of the K-12 Comprehensive Research-Based Reading Plan

**PHYSICAL**

**REQUIREMENTS:** Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

**LENGTH OF**

**EMPLOYMENT:** Ten months plus up to 30 days

**SALARY:** Based on the adopted salary schedule for instructional personnel

**EVALUATION:** Annual evaluation by the Coordinator of Literacy in accordance with the Master Contract, local policies, and state law

ENVIRONMENTAL: Activities occur inside and outside; subject to indoor and outdoor environmental conditions

EQUIPMENT: Audio-visual equipment, instructional computers

SUPERVISION  
CONTROL: Is personally responsible for satisfying all of the above-referenced essential functions with minimal supervision.