

Santa Rosa County District Schools

Job Description

~~Academic Intervention Specialist~~ **Literacy Coach**

Reports To: School Principal
FLSA Status: Exempt
Department: School Based
Prepared by: Human Resources
Date: ~~May 13, 2021~~ **March 8, 2022**
Job Code: 21213, 21214, 21217, ~~20140~~ **21218**

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- **Apply specialized knowledge in the science of reading, evidence-based literacy practices, and English/Language Arts state standards for students, teachers, and leaders**
- **Facilitate collaboration among teams (Leadership team, Literacy Leadership Team, MTSS, etc.) to determine literacy needs and implement success strategies at school**
- ~~Provides daily intensive reading instruction to K-5 students. Grade level will be dependent on school need~~ **literacy intervention to assigned students**
- **Build capacity with literacy community (students, teacher, leaders, and parents/caregivers) to improve achievement for all students**
- ~~Promotes family involvement in education through partnerships between schools and parents~~
- ~~Increases educators' awareness of the issues that impact family involvement for at-risk, minority, or hard-to-reach families~~
- ~~Provides information, training, and support for families and educators regarding reading intervention~~
- ~~Collaborates with all professional and support personnel in the delivery of reading intervention~~ **Engage in teacher-growth practices such as co-teaching, co-planning, modeling, reflective conversations, and data chats**
- ~~Assess students using a variety of measures to determine appropriate instructional needs~~
- ~~Provide ongoing training and follow-up in the use of assessment and intervention tools to assist the continuous development of students~~ **Responsible for planning, coordinating, and implementing literacy professional development**
- ~~Collaborate with and coach interventionists and teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for reading intervention needs~~ **Provides collegial, job-embedded support to ensure literacy instruction is data-informed and student-centered**

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- ~~Document and monitor literacy data~~
- ~~Organize and monitor intervention groups~~
- ~~Communicate with faculty and staff with professionalism~~ Ability to work with educators as adult learners
- ~~Demonstrate characteristics of an on-going learner~~ Participate in district and state professional development activities
- ~~Accesses a rich repertoire of instructional practices, strategies, resources and applies them appropriately~~
- ~~Serves as a reading contact between the Literacy Department and elementary schools~~
- ~~Supports schools and parents in developing "Read at Home" plans for Tier III students as required by the District Literacy Plan~~

Supervision Received:

Supervisor/s – School Administration

Supervision Exercised:

NA

Minimum Qualifications & Skills:

- Bachelor's degree or higher from an accredited institution
- Currently hold or eligible for Florida teaching certificate or appropriate license
- Currently holds K-12 Reading Certification or Reading Endorsement
- 5 years of successful classroom teaching experience that includes reading instruction

Preferred Qualifications & Skills:

- Highly Qualified

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Instructional Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays