



BREVARD PUBLIC SCHOOLS JOB DESCRIPTION

Literacy Coach Teacher - Elementary

QUALIFICATIONS

- Bachelor's Degree with certification in Elementary Education required.
- Reading Certification required through Reading K-12 Endorsement or Coverage K-12, **OR** agreement to complete a minimum of two (2) reading competencies per year in Reading Endorsement Program inservice courses **OR** six semester hours of college courses in reading.
- Three years of classroom experience required (elementary experience preferred).
- Master's Degree from an accredited educational institution preferred.
- English for Speakers of Other Languages (ESOL) training preferred.
- Valid Florida Driver License.

Reports to: Principal

Supervisor's Superior: Area Superintendent

Supervises: N/A

Job Goal

Serve as a stable resource of professional development, progress monitoring, and student data analysis throughout a school to generate improvement in reading instruction and reading achievement.

KNOWLEDGE, SKILLS, & ABILITIES

Possess communication skills of listening, oral communication and oral presentation; interpersonal skills and abilities; knowledge of human growth and development; extensive knowledge of curriculum development and implementation. Must have technical knowledge and skills to operate computer, enter data, analyze and process information; effective decision-making skills required. Must have strong work standards for self and others.

Performance Responsibilities: Essential Functions (Illustrative Only)

- Plan and implement professional development opportunities that address both current research and future instructional needs.
- Provide direct, classroom-based, professional development for teachers through regular modeling of research-based literacy instruction.
- Maintain an awareness of current research and curricular trends and disseminate information to personnel in the school.
- Facilitate professional learning communities.
- Use appropriate techniques and strategies that promote and enhance critical, creative and evaluative thinking with students through modeling lessons in classrooms.
- Provide model lessons which incorporate appropriate instructional strategies and materials reflecting each student's culture, learning style, special needs and socioeconomic background.
- Work frequently with students in whole and small group instruction in the context of modeling and coaching in other teachers' classrooms.
- Work with all teachers (including ESE, content area, and elective areas) in the school they serve, prioritizing coaching and mentoring time with those teachers, activities, and roles that will have the greatest impact on student achievement.
- Help to increase instructional density to meet the needs of all students.
- Model effective instructional strategies for teachers.
- Provide daily support to classroom teachers.
- Coach and mentor colleagues.
- Work with teachers to ensure that research-based reading programs (comprehensive core reading programs, supplemental reading programs and comprehensive intervention reading programs) are implemented with fidelity.
- Train teachers in data analysis and using data to differentiate instruction.
- Advise the principal in making data based decisions about reading instruction.
- Provide consultation to the principal on the overall elements and operation of a successful reading program and the creation of a culture of literacy.
- Help lead and support reading leadership teams at their school(s).
- Continue learning best practices in reading instruction, intervention, and instructional reading strategies.
- Report coach logs bi-weekly through the Progress Monitoring and Reporting Network (PMRN).
- Coordinate and assist with administration and analysis of district-required reading assessments.
- Prepare lesson plans with short and long range goals and objectives in compliance with all standards.

- Fulfill the terms of any affected written contract and adhere to the Codes of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- Assist in the enforcement of all federal, state and district regulations, policies and procedures.
- Monitor students in a testing environment.
- Consult and collaborate with teachers concerning implementation of effective strategies to assist struggling students.
- Recommend curricular adjustments to meet the learning needs of individual students.
- Provide outstanding customer service, and use positive interpersonal communication skills.
- Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
- Ensure compliance with Board rules and applicable federal laws and regulations.

Performance Responsibilities: OTHER DUTIES & RESPONSIBILITIES

- Perform tasks or services consistent with the job goal of this position.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

Work Environment

None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

EVALUATION

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

Terms of Employment

COMPENSATION & CLASSIFICATION DETAILS

SALARY SCHEDULE: <u>Instructional*</u>	DATE DEVELOPED: <u>Aug 6, 2002</u>
PAY GRADE: <u>Contract</u>	DATES REVISED: <u>June 9, 2004; Feb 10, 2009; June 12, 2009</u>
PAY CODE: <u>E1500</u>	DATES BOARD APPROVED: <u>Aug 13, 2002; June 15, 2004; July 14, 2009</u>
PAY TYPE: <u>E</u>	ADA CODE: <u>WC1</u>
PAY DAYS: <u>196</u>	FUNCTION: <u>School-Based Instructional</u>
FLSA STATUS: <u>Exempt</u>	Classification: <u>Instructional</u>

** This position is grant/categorical funded – annual continuation of the position is contingent upon continued grant/categorical funding.*

Draft Developed By: Dr. Pat Shelton, Director – Certification & Instructional Professional Development and
Lynn Spadaccini, Director – Elementary Programs

Notes: 06/09/04: Change in Title; 06/12/09: Change in Title, Qualifications, and Performance Responsibilities

FOR HR USE ONLY:

Labor Relations Services: *Joy Salamone* _____

Compensation & Classification: *Terrilynn Berry* _____

Job Recommendation: *Susan Standley* _____