

MINERAL COUNTY SCHOOLS

JOB DESCRIPTION

POSITION:	Reading Literacy Coach
IMMEDIATE SUPERVISOR:	Principal and/or Director of Title One
FLSA/CONTRACT STATUS:	Exempt
EMPLOYMENT TERM:	210 Days
SALARY:	As per Mineral County Salary Schedule and based on experience and education.
EVALUATION:	Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Board Policy 5310 and Mineral County Board of Education Policy.

JOB SUMMARY: The Reading Literacy Coach will implement a comprehensive literacy program through coaching, supporting and guiding teachers in best practices for literacy instruction.

PERFORMANCE RESPONSIBILITIES:

- Provides instruction to students identified as eligible for reading services, in individual, small group, and/or full classroom settings with an emphasis on emergent, beginning and transitional readers;
- Uses identified needs to guide the learning process toward student achievement of district's reading/language arts content standards;
- Establishes clear objectives for all lessons, units and projects using formal and informal assessment data obtained from students;
- Uses a variety of instructional techniques and literacy materials consistent with reading language arts content standards and the needs and capabilities of the individuals or student groups involved;
- Creates a classroom environment and research-based program of study that are conducive to learning and appropriate to the maturity and interests of the students;
- Provides curriculum support and training for all teachers and continuous staff development that supports the school district initiatives;
- Collaborates with and coaches teachers on the use of assessment data to plan instruction, analyzes school literacy data and plans future literacy needs;
- Provides ongoing training and follows-up in the use of assessment tools;
- Assesses students using a variety of measures to determine appropriate placement and specific instructional needs;
- Serves a liaison between the schools and the Director of Title One by attending meetings and disseminating information;
- Maintains a comprehensive inventory of instructional materials and resources;
- Assists with the planning and delivery of parent workshops and informational sessions involving the language arts program;
- Maintains knowledge of content area – Reading;
- Maintains knowledge of instructional methods in Reading;
- Utilizes technology in a skilled manner;
- Maintains ability to coordinate and plan events such as staff development, meetings, teacher academy and etc.;
- Models best teaching methods and strategies based on the latest research and data in all disciplines including the Science of Reading (SOR);
- Helps teachers incorporate technology into instruction; coordinate with the Technology Integration Specialist and the School Instructional Specialist;
- Assists with the implementation of writing, vocabulary, comprehension, inquiry-based math, critical thinking and accelerated learning strategies across curriculum areas;
- Provides resources beyond the textbook to use in lesson planning and instruction;
- Adheres to the Employee Code of Conduct as outlined in Mineral County School's Policy 3210; and
- Performs other duties as assigned.

QUALIFICATIONS:

- WV Professional Teaching Certificate licensing the individual to teach in the specialization and grade levels, pursuant to WV Code §18A-3-2a;
- Master's Degree in Reading (preferred);
- Five years teaching experience (preferred);
- Knowledge of district's curriculum and techniques integrating curriculum;
- Knowledge of Mineral County Schools policies and effective instructional practices;
- Knowledge of the needs of students requiring remedial reading instruction;

- Knowledge and thorough understanding of the teaching and learning process;
- Ability to infuse technology into the curriculum;
- Ability to guide and train teachers in effective techniques and strategies;
- Ability to work effectively with administrators, colleagues, central office staff, school based staff, students, parents and community;
- Ability to use diagnostic data to tailor instruction to meet the needs of the student(s);
- Excellent organizational, communication and human relations skills;
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration;
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation;
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate;
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.