

Miami-Dade County Public Schools

Job Description

CLASS TITLE: Reading Coach

JOB CODE: 1530

DEPARTMENT: Curriculum and Instruction

Salary Schedule: AO/CO

DATE: 8/25/08

BASIC OBJECTIVES

The Reading Coach (K-5/6, 6-8, 9-12) will direct instructional services related to literacy for students and provide technical assistance to teachers implementing the K-12 Comprehensive Research-based Reading Plan (CRRP) at the school level. Emphasis will be on utilizing the coaching model to facilitate the successful implementation of research-based literacy instruction. The Reading Coach plays a pivotal role in the success of the school's reading plan.

JOB TASKS/RESPONSIBILITIES

1. Assists with the coordination and implementation of the K-12 Comprehensive Research-based Reading Plan.
2. Utilizes the coaching model (planning, demonstrating, providing feedback) with teachers at the school site.
3. Provides site based professional development to staff that is aligned to the needs of students based upon student assessment data.
4. Assists administration and classroom teachers in the interpretation of student assessment data.
5. Assists in coordinating and monitoring intervention services to identified students.
6. Participates in professional development and shares the content with schoolsite personnel.
7. Plans and implements a professional development schedule to includes topics such as but not limited to: the five essential elements of reading, the effective utilization of research-based reading materials, the effective implementation of differentiated instruction, the implementation of professional study groups, analyzing and utilizing student assessment data.
8. Performs other duties comparable to the above, as these duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

There is light physical work which requires the following physical activities: mobility, sitting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed indoors. Frequent travel within the county may be required.

MINIMUM QUALIFICATIONS

1. Minimum of three years classroom teaching experience in Language Arts and/or Reading and/or English, and/or elementary education with appropriate certification.
2. Certification in Reading or Endorsement in Reading or advanced coursework in reading instruction.
3. Ability to work with administrators and faculties.
4. Ability to prepare and deliver presentations and workshops to varying audiences, including content area teachers and administrators.
5. Ability to provide coaching experiences in classrooms using the coaching model.
6. Exhibit knowledge of scientifically based reading research.
7. Demonstrate special expertise in high quality reading instruction.
8. Ability to analyze data and use it to inform instruction.
9. Ability to communicate effectively in both oral and written forms.

Prior revision date(s): 5/05/05