

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

3/04 Effective Date	<u>READING COACH</u> Job Title	1.4.1.1.2A Index
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1. Primary Function: In a given building supports staff members with the literacy instructional program.
2. Responsible to: Building Principal.
3. Assigned Responsibilities:
 - 3.01 Attend and participate in training/sharing sessions.
 - 3.02 Provides literacy information to building staff.
 - 3.03 Organizes and conducts literacy professional development in accordance with school improvement plans.
 - 3.04 Models literacy lessons for teachers.
 - 3.05 Observes literacy lessons, providing feedback to teachers.
 - 3.06 Identifies for principals and teachers appropriate instructional materials and resources.
 - 3.07 Communicates and consults with administrator on matters related to literacy.
 - 3.08 Knows progress of each teacher's implementation of literacy and provides support needed for teacher to continue to grow.
 - 3.09 Assists teachers with assessments, documents student progress, and analyzes assessment data.
 - 3.10 Supports instructional assistants with literacy professional development.
 - 3.11 Works with Curriculum and Instruction staff.
 - 3.12 Special projects as assigned.
4. Minimum Qualifications:
 - 4.01 Certification/Licensure
 - 4.02.01 Valid Oregon Teaching Certificate with appropriate endorsement.
 - 4.02.02 Five years successful teaching experience in assigned program area preferred.
 - 4.02.03 Reading endorsement preferred.
 - Additional Qualifications:
 - 4.02 Demonstrated ability to:
 - 4.02.01 Share best practices in literacy with curriculum, instructional strategies and assessment.
 - 4.02.02 Observe lessons and provide feedback and support to teachers.
 - 4.02.03 Work collaboratively with other staff members.
 - 4.02.04 Present information to groups.
5. Minimum Term of Employment: Teacher Contract plus two days, with an optional third.
6. Salary Level: Placement on Teacher Salary Schedule

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7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____