

TITLE: COORDINATOR, READING CONTENT

QUALIFICATIONS:

1. Valid California Administrative Services Credential
2. Master's degree in education or reading emphasis desirable
3. Successful teaching experience at elementary school level and with at-risk students
4. Knowledge and experience in scientifically research-based reading curriculum, instructional techniques and interventions
5. Experience in design and presentation of professional development activities
6. Ability to make decisions and provide leadership in positive and harmonious way
7. Ability to communicate effectively and work cooperatively with staff and others

REPORTS TO: Administrator as assigned

SUPERVISES: Academic coaches and other staff as assigned

JOB GOAL: To assist Reading First schools in developing and maintaining systematic and comprehensive scientifically research-based reading program

PERFORMANCE RESPONSIBILITIES:

1. Designs and implements reading coach and leadership training for Reading First schools; maintains training records for audit purposes
2. Works directly with academic coaches and teachers to ensure appropriate implementation of materials, fidelity to core and scientifically research-based reading instructional delivery
3. Assists principals with scientifically research-based reading instructional delivery
4. Makes recommendations for improving reading instructional delivery
5. Provides principals, coaches and teachers support with scientifically research-based reading strategies and data analysis
6. Assists site coaches with analysis of student work and planning productive grade level meetings
7. Supports coaches in modeling and demonstration of lessons
8. Participates with site coaches in classroom observations and provides feedback
9. Assists coaches with planning of staff development for teachers, volunteers, parents, paraprofessionals and other personnel as needed
10. Plans, assigns work and supervises staff as assigned
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, 214 days, code 20

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.