

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

INSTRUCTIONAL LITERACY COACH

QUALIFICATIONS:

1. Holds a valid Florida teaching certificate
2. Highly qualified in specific subject area
3. Willing to pursue a reading endorsement or reading certification
4. Successful experience in utilization of instructional technology in the classroom
5. Minimum of Professional Services Contract
6. Experience in teaching reading
7. Ability to effectively relate to students
8. Ability to maintain effective working relationships
9. Organizational qualities.

DESIRED QUALIFICATIONS:

- Master degree in a core subject area
- Specialized training in instructional technology
- Specialized training in reading

REPORTS TO:

Coordinator of Title II/Technology or Curriculum Coordinators and Principals at assigned locations

SUPERVISES:

N/A

POSITION GOALS

Integrates technology and researched based instructional strategies for reading into the curriculum to foster student achievement.

PERFORMANCE RESPONSIBILITIES:

1. Communication Skills: Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents and administrators.
2. Specialization Competence: Demonstrates proficiency in area of specialization. Uses subject area materials and technology applications appropriately.
3. Administrative/Supervisory Requirements: Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school and state.

4. Instructional/ Evaluation Procedures: Makes effective use of time. Provides instructional orientations, transitions and clear directions. Models and uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Analyzes and interprets test results.
5. Management Techniques: Establishes and monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials to model effective use of time.
6. Interpersonal Relationships: Provides supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.
7. Communicates the theory and research of literacy, subject area and technology-based instruction to administrators, principals, teachers, students and parents.
8. Assist principals and classroom teachers by providing professional development in the areas of subject area, technology based applications, literacy, data analysis, diagnostic assessment and formative assessment.
9. Models integration of current technology and research-based instructional strategies in classrooms in cooperation with regular classroom teacher.
10. Provides continuous coaching, modeling of best practices, and school-based mentoring to promote individual growth.
11. Lead Learning Communities in the development of reading strategies and integration of technology into the curriculum.
12. Promotes professional development activities that are available anytime at any level through a variety of delivery systems.
13. Collaborates with classroom teachers to support the development of effective subject area, technology-based applications within literacy instruction.
14. Problem solves with teachers.
15. Provides instructional support and resources to the classroom teachers.
16. Participates in ongoing professional development.
17. Abides by all policies of the Walton County School District.
18. Performs other tasks as assigned within the limits of the Collective Bargaining Agreement.
19. Meets regularly with other instructional literacy coaches, resource teachers and curriculum staff to discuss common initiatives and priorities.
20. Establishes travel/visitation schedule to provide subject area professional development on a regular basis at all middle/secondary schools.
21. Attends meetings and/or conferences sponsored by the district, state, and national levels as required to maintain current in the latest research.

PHYSICAL REQUIREMENTS: The employee is frequently required to stand, talk, hear, walk, drive, and sit. The employee may occasionally push or lift up to 20 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

TERMS OF EMPLOYMENT: 10+2 months and salary to be based on the Board adopted instructional salary schedule.

EVALUATION: The Coordinator of Title II/ Technology **OR** Curriculum Coordinator(s) **AND** principals at the site in accordance with Board policy for evaluation will evaluate performance of this position annually.