

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: SC Reading Coach

FLSA: Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and will provide assistance to teachers in classroom curriculum and serves as coach and mentor for teachers to improve instructional skills. Reports to the school principal.

ESSENTIAL FUNCTIONS

Provides professional and staff development through collaboration with Berkeley County School District and the South Carolina Department of Education to ensure that the goals for improving literacy and reading are carried out through the guidance of Act 284, the SC Read to Succeed Act of 2015;

Assists teachers in classroom curriculum efforts and planning; serves as a coach and mentor for teachers to improve instructional skills;

Assists in designing, reviewing and evaluating curriculum documents while focusing on curricula continuity and alignment with school and district goals;

Works with the building principal, district coordinators and staff to make curricula and professional development recommendations based on student performance data, classroom observations data, and other measures;

Assists teachers with creating an optimal learning environment for students;

Provides professional and staff development through collaboration with the Division of Academics and Innovation to achieve district and school goals for improving teaching and learning;

Uses data from state and local testing to develop strategies for addressing instructional deficiencies;

Facilitates and provides support for Professional Learning Communities;

Models and supports teacher analysis of data to support planning for differentiated instruction, small group and whole group explicit instruction of state adopted standards;

Conducts classroom observations to provide feedback and assistance with improving instruction, but may not perform formal teacher evaluations;

Provides assistance and support in monitoring and evaluating the school's instructional programs;

Provides ongoing assistance with school improvement planning, utilizing research-proven strategies for improving student achievement;

Attends all meetings and training sessions relevant to their duties at the school and district level;

Provides documentation of service as required for compliance;

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Serves as the instructional liaison between district coordinators and teachers to facilitate communication about curriculum and instruction;

Assumes other instructional duties assigned by the principal that are directly related to the improvement of teaching as it affects student learning;

Assists with implementing action plan priorities at the school and district level;

Applies leadership skills and abilities to problem solve and generate solutions for continuous improvement;

Effectively operates and supports teachers with technology; and

May not provide primary instruction or perform clerical or administrative duties.

JOB SPECIFICATIONS

Education and Experience:

Valid South Carolina teacher certificate and appropriately certified with a minimum of three years teaching experience in the appropriate grade levels in which they will be coaching. Master's degree and Administrative certification preferred. Must meet accreditation requirements.

Knowledge:

Must be knowledgeable of state adopted standards and of the district curriculum and instructional practices; have thorough and comprehensive knowledge of research based strategies and practices; and willingness to obtain knowledge and implement changes in policy, standards, procedures, and regulations pertinent to job functions.

Skills/Effort:

Job requires the ability to document state and federal regulations related to instructional services; ability to operate general office equipment in the performance of daily activities; ability to effectively apply knowledge of instruction and curriculum; ability to communicate effectively with students, parents, district staff, government offices, and all other groups involved in the activities of the job; ability to identify effective and non-effective instructional strategies through the use of data, information, or observation and formulate plans for improvement; and the ability to complete, process, and maintain all required records and reports.

Working Conditions:

Working condition is a school environment with no exposure to environmental conditions. Physical demands are restricted to general instructional activities requiring movement/lifting items weighing up to 35 pounds. Routine local travel required for training. Job requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Berkeley County School District is a smoke free district.

Responsibility:

Ensure that a comprehensive educational program embracing student learning and teacher training is occurring in accordance with district and school goals.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____