MARION COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Reading Coach
Reports To: Principal
Terms of Employment: 200 days
Status: Full-time/Exempt

Job Summary: The Reading Coach provides instructional leadership and job-embedded professional learning to improve literacy instruction and student achievement. The Reading Coach collaborates with teachers, administrators, and instructional teams to implement evidence-based literacy practices, analyze student achievement data, support instructional planning, and promote continuous improvement in reading instruction in accordance with South Carolina Department of Education (SCDE) requirements and district initiatives.

Essential Functions

1. Model evidence-based literacy instructional practices by demonstrating lessons and working directly with students in whole-group, small-group, and individual instructional settings.
2. Provide job-embedded coaching, mentoring, and instructional support to classroom teachers to improve literacy instruction and student achievement.
3. Collaborate with teachers to analyze student achievement data and use data to differentiate instruction, plan interventions, and monitor student progress.
4. Facilitate Professional Learning Communities (PLCs), study groups, collaborative planning sessions, and other professional learning opportunities focused on literacy instruction.
5. Support implementation of the South Carolina Read to Succeed Act, Science of Reading initiatives, and other state literacy requirements, ensuring compliance with applicable South Carolina Department of Education guidance and district expectations.
6. Support teachers in implementing research-based literacy curricula, interventions, and instructional programs with fidelity.
7. Assist teachers in increasing instructional intensity and instructional density to meet the diverse learning needs of students.
8. Collaborate with school administrators, instructional staff, interventionists, and district personnel to improve literacy instruction across all grade levels and content areas.
9. Support the development, implementation, monitoring, and evaluation of the school's Reading Plan and literacy improvement initiatives.
10. Serve as a member of the school's literacy leadership team and assist with school-wide literacy planning and continuous improvement efforts.
11. Provide instructional coaching and support to teachers in all content areas, as appropriate, to strengthen reading and literacy instruction across the curriculum.
12. Participate in all required South Carolina Department of Education literacy professional development, training, and certification activities.

13. Maintain current knowledge of research-based instructional practices, literacy interventions, assessment strategies, and state literacy initiatives.
14. Utilize student assessment data, instructional resources, and technology to support effective literacy instruction and professional learning.
15. Collaborate with families, school personnel, and district staff to support student literacy achievement and promote effective communication regarding literacy initiatives.
16. Maintain accurate records, reports, and documentation required by the district, the South Carolina Department of Education, and applicable grant requirements.
17. Maintain regular and reliable attendance and punctuality. Regular and reliable attendance is an essential function of this position.
18. Maintain confidentiality of student records and protected information in accordance with FERPA, state law, district policy, and other applicable regulations.

Other Duties

Perform other duties and responsibilities as assigned by the Principal or designee.

Job Specifications

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Valid South Carolina Early Childhood, Elementary Education, or Educational Administration certification.
- Meet one of the South Carolina Department of Education qualifications for Reading Coaches:
    - Bachelor's degree or higher with Literacy Coach or Literacy Specialist certification;
    - Bachelor's degree and active participation in the SCDE Literacy Leader Institute or enrollment in an SCDE-approved Literacy Coach endorsement program; **or**
    - Master's degree or higher in Reading or a closely related field while actively pursuing required coaching qualifications.
- Thorough knowledge of the science of reading, evidence-based literacy instruction, assessment practices, and intervention strategies.
- Knowledge of curriculum development, instructional coaching, adult learning theory, and professional development practices.
- Ability to analyze student performance data and support instructional decision-making.
- Strong interpersonal, organizational, written, and verbal communication skills.
- Ability to establish and maintain effective working relationships with teachers, administrators, students, families, and district personnel.
- Proficiency in educational technology and instructional software used to support literacy instruction.

Preferred Qualifications (Knowledge, Skills, and Abilities)

- Master's degree in Reading, Literacy, Curriculum and Instruction, Educational Leadership, or a closely related field.

- Successful classroom teaching experience with demonstrated effectiveness in literacy instruction.
- Experience serving as an instructional coach, literacy coach, mentor teacher, or curriculum specialist.
- Experience facilitating professional learning and coaching adult learners.
- Experience analyzing student achievement data to improve instructional practices.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this position. While performing the essential functions of this position, the employee is regularly required to sit, stand, walk, reach, bend, stoop, kneel, crouch, and use hands for fine motor tasks.

Additional physical requirements include the following:

- Occasionally lift and carry instructional materials weighing up to 25 pounds.
- Specific vision requirements include close vision, distance vision, peripheral vision, depth perception, and the ability to focus.
- Ability to sit and stand for extended periods.
- Manual dexterity sufficient to operate computers, instructional technology, and office equipment.
- Read computer screens and printed materials with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Communicate effectively in person, by telephone, video conferencing, and written communication.
- Ability to travel between district locations as needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee primarily works in school settings, classrooms, offices, and professional learning environments. The position requires frequent interaction with teachers, administrators, students, and district staff and may involve moderate noise levels typical of school environments.

Salary: In accordance with the District's approved Teacher Salary Schedule.

The statements contained in this job description are intended to describe the general nature and level of work performed by an employee assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Employees may be required to perform other job-related duties as assigned. Marion County School District reserves the right to revise this job description at any time.