

SCHOOL DISTRICT OF ST. JOHNS COUNTY

INSTRUCTIONAL LITERACY COACH

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution preferred.
- (2) Valid Florida teacher certification in appropriate area.
- (3) Reading certification or endorsement required.
- (4) Highly effective defined by last evaluation/current state data.
- (5) Evidence of leadership in staff development.
- (6) Demonstrated success working with and through people establishing goals, objectives, and action plans to produce expected ends/results.
- (7) Must meet the Every Student Succeeds Act regulations and requirements.
- (8) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of instructional programs and adult learning processes. Ability to work and communicate effectively with people to focus resources (both human and financial) toward the achievement of the school's expected resolutions. Candidate understands that quality teaching and learning are the essential processes and product of public schools and has the ability to utilize human and financial resources toward this end. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to train teachers to administer assessments, analyze data, and use data to differentiate instruction. Ability to work effectively with peers, administrators, and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Principal or designee

JOB GOAL

The Literacy coach will serve as an instructional resource and work with school principals to plan and implement a consistent program of improving reading achievement using strategies that demonstrate a statistically significant effect on improving student outcomes. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

INSTRUCTIONAL LITERACY COACH (continued)

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation/Service Delivery

- * (1) Train and coach teachers to implement the current English Language standards.
- * (2) Train and coach teachers to correlate the Florida B.E.S.T. Standards for English Language Arts with their instructional planning and use of instructional materials.
- * (3) Train and coach teachers to develop an understanding of instructional expectations based on appropriate data gathered throughout the assessment cycle of screening, diagnosing, progress-monitoring, and reviewing outcome data.
- * (4) Model for and coach teachers to use high yield instructional strategies while implementing the current English Language standards to meet the needs of all students.
- * (5) Train and coach teachers to implement differentiated instruction methods within both the content area and reading classrooms.
- * (6) Conference with teachers to interpret formal and informal assessment data and plan instruction.
- * (7) Conference with teachers using data to effectively inform instruction in Professional Learning Community meetings.
- * (8) Provide demonstration classroom opportunities for reading and content teachers followed by coaching and conferencing opportunities with individual teachers.
- * (9) Support administration in the appropriate placement of secondary students in reading classes to meet the requirements of the district Comprehensive Reading Plan.
- * (10) Support school-wide reading incentive programs.
- * (11) Inform and assist teachers to implement and monitor the K-12 Comprehensive Reading Plan evidence-based instruction along with other site-based literacy goals that are grounded in student data.
- * (12) Serve as an active participant on MTSS/PBS Core Team.
- * (13) Assist with ESE programs.
- * (14) Promote and participate in all District and feeder pattern instructional initiatives.
- * (15) Serve as an Instructional Coach to individual teachers.
- * (16) Participate in the school's Literacy Leadership Team.
- * (17) Work collaboratively with Instructional Services Department.
- * (18) Train teachers to administer assessments, analyze data, and use data to differentiate instruction.
- * (19) Assist with the responsibility and support for planning, developing and implementing programs, activities, interventions/enrichment and functions designed to achieve school and District instructional goals.
- * (20) Work with teachers and staff to identify instructional issues for which they may need expertise and support services.
- * (21) Coach teachers on how to implement student interventions.
- * (22) Assist teachers in implementing student intervention plans.
- * (23) Assist teachers in working with parents of striving learners.
- * (24) Assist teachers in working with striving learners.
- * (25) Provide staff development opportunities on a continuous basis to encourage ongoing professional growth through activities such as the following: study groups, coaching/mentoring, facilitation of information/resources, demonstration teaching, presentations and classroom action research.

INSTRUCTIONAL LITERACY COACH (continued)

Expectations of All Employees

- *(26) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(27) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- *(28) Ensure adherence to good safety standards.
- *(29) Maintain confidentiality regarding school/workplace matters.
- *(30) Model and maintain high ethical standards.
- *(31) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(32) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(33) Demonstrate initiative in the performance of assigned responsibilities.
- *(34) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- *(35) Use technology resources effectively.
- *(36) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- *(37) Communicate effectively, both orally and in writing, with other professionals, students, parents, and community.
- *(38) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- *(39) Collaborate with other professionals and parents after recognizing student distress or abuse.
- *(40) Collaborate with peers and other professionals to enhance student learning.
- *(41) Promote and publicize the school instructional initiatives to the public, both internal and external.
- *(42) Respond to concerns, communication attempts, and inquiries in a timely manner.

Professional Growth and Improvement

- *(43) Engage in continuing improvement of professional skills and knowledge.
- *(44) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- *(45) Attend and participate successfully in monthly ILC meetings, pre-service and training programs offered to increase skills, proficiency and character education related to assignment.
- *(46) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- *(47) Assist in assessing changing curricular needs and plans for improvement.
- *(48) Analyze data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation.
- *(49) Evaluate the effectiveness of instructional units and teaching strategies.
- *(50) Keep supervisor informed of potential problems or unusual events.
- *(51) Follow federal and state laws as well as School Board policies, rules, and regulations.
- *(52) Prepare all required reports and maintain all appropriate records.
- *(53) Represent the District in a positive and professional manner.

INSTRUCTIONAL LITERACY COACH (continued)

- *(54) Develop annual goals and objectives consistent with and in support of District goals and priorities.

Leadership and Strategic Orientation

- *(55) Set high standards and expectations as they relate to the district's character program.
- *(56) Exhibit interpersonal skills to work as an effective team member.
- *(57) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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

POSITION CODE: 64012

FLSA STATUS: Non-Exempt

BOARD APPROVED: May 2009, December 2010, September 2013

REVISED: January 2018; March 2021