

## Job Description

**Job Title:** Reading Coach

**Position Code:** 2E15 / 2E16, BE15 or BE16

**Job Classification:** Exempt

**Supervisor:** Principal

**Pay Grade:** 35L, 37L, 38L, 39L

**Contract Length:** 202 Days

### Job Summary

Position is assigned to a school and is responsible for coaching, supporting, and guiding teachers in best practices for successful reading achievement. Position conducts in-service training, performs classroom visitations, and demonstrates instructional techniques.

### Essential Duties

1. Analyzes SOL and assessment data to determine benchmarks, identify areas for improvement, establish goals, and monitor improvement.
2. Develops and conducts in-service training for teachers regarding instructional strategies and best practices.
3. Performs on-going classroom visitations, coaches teachers in the improvement of instructional performance, and monitors improvement.
4. Demonstrates lessons in classroom situations for observation by teachers.
5. Coordinates and facilitates teacher study group activities and the sharing of successful lessons to ensure successful implementation of the program.
6. Assists administrators and teachers at the assigned school with the organization and management of a comprehensive Balanced Literacy program.
7. Provides on-going support to teachers for successful student reading achievement.
8. Meets regularly with building administrators regarding classroom practices and provides on going feedback.
9. Attends staff development and professional activities to improve/maintain knowledge of coaching skills and adult learning theory.
10. Models non-discriminatory practices in all activities.

### Other Duties

1. Keeps abreast of developments, research, and new technology in the field.
2. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and be eligible for a Virginia Teaching License with an endorsement as a reading specialist. Consideration will be given to individuals who are currently pursuing a Master's degree/reading specialist endorsement and individuals who agree to pursue the Master's degree/reading specialist endorsement while in the position. Must possess some teaching experience at the elementary school level. Must possess a demonstrated evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of instructional best practices and adult learning theory. Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers and administrators.

**Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Reading Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date

Updated: 10/21/09