

HOOD RIVER COUNTY SCHOOL DISTRICT CERTIFIED JOB DESCRIPTION

Job Classification: Teacher on Special Assignment (TOSA)

Job Title: Literacy Coach, Teacher on Special Assignment

Job Purpose Statement: The Literacy Coach works under the direction of the Director of Curriculum and Instruction and works in coordination with building principals to establish an articulated and aligned literacy curriculum that assures program quality and consistency throughout the district. The position entails providing school based support to K-12 teachers in Literacy and Response to Intervention and Instruction (RTI), conducting demonstration lessons and co-teaching to ensure that all teachers are using instructional materials as designed with best practice instructional strategies; providing onsite staff development; assisting teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the core reading program; conducting classroom observations and providing “next-step” support for all teachers.

Essential Job Functions:

- **Serve** as a resource to identify instructional strategies and maximize resources to support literacy and the District RTI system.
- **Provide** professional development and formal and informal feedback for teachers on instructional strategies and classroom practices aligned to research and standards-based instruction.
- **Assist** with assessing and evaluating students to determine current level of performance; analyze data to find trends for celebration and growth.
- **Serve** as a leader and facilitator in the adoption and implementation of a K-12 literacy curriculum, which is aligned with Common Core Standards and is articulated across grade levels.
- **Plan** and provide professional development in literacy standards, curricula and assessments, and best practice instructional strategies.
- **Support** principals, reading specialists and professional learning communities to ensure that students meet or exceed expected gains on reading assessments.
- **Work** with teachers and specialists to design interventions to help students who are not progressing at the expected level and rate.
- **Provide** support and assistance to teachers in the implementation of the District’s reading programs.
- **Conduct** demonstration lessons and assist with curriculum and pacing of programs to ensure that adopted reading materials are used as designed.
- **Conduct** focused observations and provide “next step” support to all teachers.
- **Assist** teachers in analyzing reading assessments and planning appropriate instructional strategies for all students including English language learners and students with disabilities in both Core and Intervention classes.
- **Meet** regularly with principals and teachers to articulate District Literacy Goals.
- **Prepare** forms, records, and reports for the purpose of monitoring implementation.

Other Job Functions:

- **Performs** other work as assigned by the Director of Curriculum and Instruction.
- **Maintains** consistent and predictable attendance to meet the requirements of the position.

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{ } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

“I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.”

Employee Signature

Date