

**J.O. Combs Unified School District # 44**  
**Job Description**  
**Reading Coach**

**Prepared:** May 2012  
**Salary Schedule:** Certificated  
**Benefits:** Per District Policy  
**Evaluation:** Annual  
**Contract:** 10 Months, 198 Days  
**Reports to:** Coordinator of Curriculum and Instruction  
**FLSA Status:** Exempt  
**Hours:** Full-Time, 8 Hours per Day

**Qualifications:** 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Arizona Teaching Certificate
- Arizona State Reading Endorsement, required or willing to obtain
- Minimum of three (3) years of satisfactory teaching experience
- Demonstrates:
  1. Knowledge of Arizona State Standards
  2. Knowledge of current academic research
  3. Skill in instructional processes that facilitate integration of curriculum
  4. In-depth knowledge of Language Arts skills and instructional strategies
  5. Technology literacy
  6. Excellent time management skills

**Position Goal:**

The Reading Coach is a member of the instructional staff with responsibility for Curriculum, Instruction and Assessment of Reading Programs, and for providing Professional Development for Teachers with an emphasis on Kindergarten through 3<sup>rd</sup> Grade.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

**Curriculum, Instruction, and Assessment**

1. Assist with the annual review, update, and writing of the District's Reading curriculum to ensure compliance with the State Standards.
2. Assist with communicating the District's curriculum to staff and parents.
3. Coordinate and assist with recommendations for materials acquisition related to Reading curriculum, instruction, and assessment.
4. Serves as a member of the District's Assessment Team.
5. Provide individual or small-group instruction for identified students.
6. Assist with the compilation of school-wide and individual classroom Reading achievement results.

**Professional Development**

1. Assist in the development of District Professional Development programs for Reading instruction.
2. Assist staff with setting Reading Achievement goals based on the results of student assessments.
3. Conduct classroom observations and mentor teachers needing assistance with Reading curriculum, instruction, and assessment.

### **Other**

1. Assist in collection of data for Federal and State program reporting.
2. Attend professional development workshops in job related areas.
3. Seek community resources to assist with special projects.
4. Attend Governing Board meetings as required.
5. Perform related duties as assigned.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee is frequently required to move about the campuses and to drive to the schools and departments in the District. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

### **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.

The noise level in the work environment is usually moderate.

Pending Adoption