

SCHOOL DISTRICT OF WAKULLA COUNTY

WRITING COACH – HIGH SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

- 1) Bachelor’s degree or higher from an accredited educational institution.
- 2) Valid Florida Educator’s Professional Certificate with a specialization in ELA.
- 3) Minimum of three (3) years of successful K-12 classroom teaching experience.
- 4) Successful experience in facilitating adult learning and mentoring educators
- 5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Strong writing skills; knowledge of effective writing processes; attention to detail; knowledge of Florida Department of Education criteria for FCAT Writes; knowledge of Common Core standards incorporated across content areas for success in writing; strong interpersonal skills; ability to communicate concepts precisely and adapt to various audiences; a desire to help others succeed; strong sense of responsibility and ability to keep commitments. Communicate effectively in written and oral form using positive interpersonal skills. Demonstrate high-level personal writing skills. Utilize effective data-based problem-solving skills. Demonstrate effective collaboration and facilitation skills. Employ effective coaching skills. Coach teachers in effective instructional strategies in a variety of content areas. Use effective strategies for differentiating instruction. Exhibit knowledge of standards-based instruction. Integrate technology in classroom instruction. Participate in workshops, seminars, conferences and/or advanced coursework which further advance knowledge of current trends in reading/writing instruction. Possess and communicate current knowledge of writing research and the writing process.

REPORTS TO:

Principal/Principal’s Designee

JOB GOAL

Provide writing support, feedback and instruction to Wakulla High School students and teachers. Promote writing on WHS campus in writing courses and content area courses. Provide continuing education and professional development to faculty along with classroom observations of writing curriculum in all areas. Position responsible for review/ development of writing curriculum and materials as needed. Responsible for planning, coordinating, and implementing a comprehensive school-wide writing program which facilitates learning; for modeling best practices and writing-based learning strategies; for leading a writing team.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Instructional Program

WCSB – Job Description: Imp 07/2013

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Imp-Implemented
Rev. – Revised
Ret.-Inactive or replaced by a revision

1. Create a writing environment conducive to effective instruction
2. Facilitate instruction based on current reading/study/thinking research throughout the total instructional program
3. Demonstrate (model) reading/learning/writing strategies in classrooms
4. Evaluate literacy needs within various subject areas and collaborate with teachers and administrators to interpret, use assessment data to improve instruction, and problem solve
5. Use assessment data to assist administrators with placement of students in appropriate instructional or intervention programs
6. Lead faculty in the selection and use of a range of assessment tools as a means to make sound decisions about student writing needs as related to the curriculum and to writing instruction
7. Conduct regular meetings with classroom teachers to examine student work and monitor progress in order to support teacher reflection and instructional action
8. Provide, upon request, individual diagnostic testing
9. Assist the school's curriculum personnel in planning for and implementing the accountability goals associated with the School Improvement
10. Work with the school's Leadership Team, Lead Writing Team, and other constituent groups to determine the school's strengths and needs for improvement in the area of literacy in order to improve students' reading, writing, and communication skills and content area achievement
11. Assist teachers with planning, sequencing, and scaffolding of instruction
12. Participate in team reviews concerning academic progress of at-risk students who are not responding to interventions
13. Work with feeder pattern staff to assure articulation from middle to high school
14. Attend scheduled meetings and parent conferences
15. Assist the school's curriculum personnel in providing services to special populations

Professional Development:

16. Provide inservice training, both face to face and job embedded, and follow-up coaching to assist classroom teachers in the use of reading/learning/writing strategies in their classrooms
17. Work with teachers individually, in collaborative teams, and/or with departments, providing practical support on a full range of reading, writing, and communication strategies
18. Observe and provide feedback to teachers on instruction related to writing development and content area knowledge
19. Participate in district-level inservice meetings and assisting in the coordination of district level inservice offerings
20. Continue professional growth and strengthen professional teaching knowledge, skills, and strategies through an ongoing program of workshops, seminars, conferences, and/or advanced course work
21. Maintain a collection of professional and reading/learning/writing materials related to writing and which reflect current research and trends.
22. Provide staff development for teachers, volunteers, parents, paraprofessionals, administrators, and other appropriate personnel as needed
23. Coordinate school-based professional development in writing aligned with the K-12 Master Inservice Plan and the District Professional Development System

Professional Responsibilities

24. Encourage writing and life-long learning
25. Maintain and promptly submitting accurate, complete, and correct records and reports as required by law, by grant regulations, by district policy, and by administrative directives

26. Facilitate or serve as a member on school literacy groups and committees
27. Establish rapport with faculty and staff
28. Work to promote productive relationships with and among school staff
29. Attend and participate in all required meetings
30. Uphold school rules, administrative regulations, and School Board policies
31. Take all reasonable and necessary precautions to protect students, equipment, and facilities

Public Relations

32. Interpret the school's writing/learning program for staff, parents, and members of the community
33. Serve as part of a county-wide committee in developing activities and programs to disseminate information
34. Publicize the school's writing/learning program and the writing of students

Other

35. Perform other duties as assigned

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 in accordance with provisions of the Board's policy on evaluation of personnel.