



JOB INFORMATION

TITLE:	Title I Reading Coordinator	
EMPLOYEE GROUP:	Professional	ADDITIONAL JOB CODES: 320
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Per Contract	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	As Assigned	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt _____	
Last Edited On:	10/30/2017	Board Approval Date: 11/20/2017

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO: Director of Curriculum and Instruction

JOB SUMMARY & QUALIFICATIONS

This extra duty position provides teacher leadership to the intervention specialists around appropriate assessments, interventions, instruction, Title I regulations, and department based professional learning.

QUALIFICATIONS

Pennsylvania Department of Education Reading Specialist certification required. Classroom experience is required. Master's Degree preferred.

SCOPE OF RESPONSIBILITIES

1. Curriculum / Instruction
2. Assessment
3. Planning / Organization

ESSENTIAL FUNCTIONS

CURRICULUM AND INSTRUCTION

- a. Review curriculum resources / programs and the instructional model to ensure alignment to the District's vision and mission;
- b. Collaborate with department members and the Supervisor of Curriculum and Instruction on curriculum resources / programs and instruction;
- c. Demonstrate knowledge of research-based instructional practices;
- d. Provide support and assistance to reading teachers for the implementation of reading program;

Title I Reading Coordinator

- e. Conduct demonstration lessons using exemplary practices within the format of the reading meetings, as necessary;
- f. Collaborate with reading teachers to set department goals to improve instruction;
- g. Serve as a resource to the reading teachers for instructional strategies and materials to address diverse literacy needs;
- h. Serve as a resource to the building principals to address any reading teacher scheduling issues;
- i. Build department capacity by encouraging and supporting teacher leadership;
- j. Meet regularly (at least monthly) with the department to review student assessment data and assess progress (meetings will occur more frequently at the beginning and end of the school year);
- k. Monitor Title I interventions and meet with reading teachers as needed;
- l. Facilitate professional development for reading teachers;
- m. Other duties as appropriate to the position and department.

ASSESSMENT

- a. Collaborate with department on universal assessment schedules;
- b. Monitor progress monitoring data by reading teachers;
- c. Assist with the selection of assessments when necessary.

PLANNING AND ORGANIZATION

- a. Plan and lead four Parent Advisory Committee meetings during the school year;
- b. Plan and lead two District reading events during the school year;
- c. Plan and lead Elementary Reading Department meetings.
- d. Develop yearly Title I survey for parents;
- e. Coordinate the collection of necessary Title I documentation from reading teachers.

MISCELLANEOUS RESPONSIBILITIES

- a. Perform other duties as directed by the Principal and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.