LITERACY COACH/SPECIALIST (TEACHER ON SPECIAL ASSIGNMENT)

CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Literacy Coach/Specialist (Teacher on Special Assignment)

The Literacy Coach/Specialist shall be under the supervision of a district or site administrator and shall be_evaluated on the basis of how his/her performance conforms to the California Standards for the Teaching Profession.

Job Goal

Supports selected literacy programs through demonstration lessons, modeling and direct explanation of teaching strategies. This support may include coordination and implementation of literacy programs.

Provides assessment for individual students or groups of students to support the design of corrective reading programs.

Duties and responsibilities of the Literacy Coach/Specialist are as follows:

Provides support and continued coaching in the area of literacy for new and veteran teachers by modeling lessons, conducting observations and facilitating conversations.

Collaborates with site administrator, classroom teachers, content specialists and curriculum specialists regarding efficacy and progress of literacy program and individual student achievement.

Assists with the collection and disaggregation of data to determine the literacy needs for the whole school and individual groups of students.

Assists school site/ sites with the implementation of a district literacy program based on collected data and review of the program for compliance and effectiveness.

Designs and conducts staff development pertinent to the effective implementation of the literacy program.

Conducts individual diagnostic assessments of students and provides staff with a summary of findings and implications for instruction.

Maintains and increases knowledge of trends and issues in literacy.

Assists sites in evaluating and purchasing supplemental materials to support their literacy program.

Reports promptly to the site administrator (or an individual designated by the principal) any serious accident or illness affecting students.

Respects the individuality of all students.

Complies with all laws and regulations of the State of California, policies and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to:

a. being present on campus during contractually designated time;
b. attending job-related meetings and activities;
c. submitting accurate forms, reports and other required documents;
d. complying with mandatory child abuse reporting laws;
e. adhering to State adopted curriculum and standards.

Maintains a valid teaching credential required for the position and a valid driver's license. Performs

other job related duties as required.

Work Yeax/ Salary Range

Regular teacher work year of 183 days with 10 flexible days, paid @ Extended Year per diem rate, to be assigned by supervisor if warranted.

Approved by the Board of Education: August
26, 2003