



COMPENSATION AND CLASSIFICATION

PEMAYETV EMAHAKV CHARTER SCHOOL READING COACH

JOB DESCRIPTION QUALIFICATIONS:

- (1) Reading Endorsement
- (2) Florida Teacher certification
- (3) Previous classroom teaching experience required.
- (4) Must meet the No Child Left Behind Act regulations and requirements.
- (5) Satisfactory criminal background check and drug screening.
- (6) Ability to perform the essential functions of the position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of Seminole Tribe history, culture and operations. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Principal or designee

JOB GOAL

To provide an educational experience in which students move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation.

PERFORMANCE RESPONSIBILITIES:

Administrative Management

- *(1) Maintains a positive, organized and safe learning environment.
- *(2) Uses time effectively.
- *(3) Manages materials and equipment effectively.
- *(4) Uses effective student behavior management techniques.
- *(5) Enforces school rules, administrative regulations and Board policies.

Employee's Initials



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- *(6) Establishes and maintains effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- *(7) Celebrates student successes and rewards positive behaviors.
- *(8) Assists the school in the compilation of data to evaluate curricular programs and assist in identifying appropriate strategies.
- *(9) Collect and maintain State required documentation.
- *(10) Coordinate and monitor the work of volunteers and aides when assigned.

Assessment/Evaluation

- *(11) Develops and uses assessment strategies, traditional, alternative, and formative, to routinely track student progress on learning goals.
- *(12) Analyze and identify learning problems.
- *(13) Interprets data including but not limited to standardized and other test results for diagnosis, instructional planning and program evaluation.
- *(14) Establish appropriate testing environments and testing security.
- *(15) Communicates, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- *(16) Evaluates the effectiveness of instructional units and teaching strategies.

Intervention/Direct Services

- *(17) Work with and support classroom teachers in providing a balanced reading program.
- *(18) Assist in developing, revising, implementing and monitoring the reading curriculum.
- *(19) Demonstrate knowledge and understanding of subject matter.
- *(20) Provides students with recognition of their current status and their knowledge gain relative to the learning goal.
- *(21) Communicates high learning expectations for all students.
- *(22) Provides appropriate instructional modification/accommodation for students with special needs, including students with disabilities and students who have limited English proficiency.
- *(23) Fosters student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- *(24) Assist in curriculum revision and development.
- *(25) Conduct parent activities to provide information and to assist parents to better help their children.

Technology

- *(26) Uses appropriate technology in instructional delivery.
- *(27) Provides students with opportunities to use technology to gather and share information with others.
- *(28) Facilitates student access to the use of electronic resources.



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- *(29) Explores and implements innovative ways to incorporate existing technologies to increase active participation by students..
- *(30) Uses technology to review student assessment data.
- *(31) Uses technology for administrative tasks.

Planning and Preparation

- *(32) Creates or selects long-range plan based on a review of district and state content standards, student profiles, instructional priorities, and appropriate lesson design questions.
- *(33) Defines learning goals with rubrics and objectives for unit and daily plans.
- *(34) Plans and prepares a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
- *(35) Develop or select instructional materials which foster active involvement in the learning process.
- *(36) Develops or selects instructional activities which foster active involvement in the learning process.
- *(37) Assist in assessing changing curricular needs and plans for improvement.

Staff Development

- *(38) Engages in a continuing improvement of professional skills and knowledge and updates staff in the latest instructional trends.
- *(39) Coaches and models effective teaching strategies and techniques.

Collaboration

- *(40) Communicates effectively, both orally and in writing, with other professionals, students, parents and community.
- *(41) Provides accurate and timely information to parents and students about academic and behavioral performance of students.
- *(42) Collaborates with peers and other professionals to enhance student learning.
- *(43) Establishes and maintains a positive collaborative relationship with the students' families to increase student achievement.

Professional Responsibilities

- *(44) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- *(45) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(46) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- *(47) Comply with policies, procedures and programs.
- *(48) Exercise appropriate professional judgment.
- *(49) Support school improvement initiatives.
- *(50) Performs tasks consistent with the job description for this position.



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Performs other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Physical requirements may vary depending on particular assignment.

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.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the PEI'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 PEI's policy on evaluation of personnel.

I have reviewed the job description written above. I have had the opportunity to discuss it with my immediate supervisor(s) and understand the duties and responsibilities of this position.

_____/_____
Print Name Date

_____/_____
Employee Signature Date

Employee's Initials