

## **READING COORDINATOR/COACH**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS**

1. Qualifications as outlined in West Virginia Code 18A-4-7a
2. Minimum of Master's degree in Reading Education.
3. West Virginia certification in elementary education and reading specialization.
4. West Virginia certification in educational administration preferred.
5. Trained and experienced in developing and providing staff development.
6. The ability to demonstrate effective teaching strategies.
7. Ability to communicate effectively with students, school personnel, and parents.
8. Ability to work cooperatively with others.
9. Trained and experienced in implementation of DIBELS and other technology applications preferred.
10. Proficient in use of Microsoft office applications (Word, Excel, Powerpoint, etc.)
11. Self-directed
12. Knowledge of state and federal legislation.

#### **IMMEDIATE SUPERVISOR**

Director of Federal Programs

#### **DUTIES AND RESPONSIBILITIES**

1. Visit schools and observe in classrooms on a scheduled basis.
2. Monitor and evaluate the implementation of supplemental reading programs.
3. Coordinate intervention programs in k-12 schools.
4. Assist with the selection of supplemental programs/materials.
5. Assist with the development and implementation of schoolwide and county Title I plans.
6. Facilitate and coordinate Jackson County Parent Advisory Council's activities.
7. Participate in and plan if necessary school and county Parent Advisory Council meetings.
8. Plan and implement professional development designed to meet defined needs of the Jackson County Federal Programs.
9. Provide orientation and systematic follow-up assistance to instructional personnel.
10. Assist instructional staff with planning and implementation of curriculum.
11. Consult with staff and parents to assist in meeting students' academic needs.
12. Assess and report on student achievement and progress toward meeting county and state content standards and objectives.
13. Provide public relations activities to communicate program goals and accomplishments to students, staff, parents, and community members.
14. Maintain accurate, complete, and punctual records as required by law, county policy, program or administrative directives.
15. Maintain and improve professional skills through participation in relevant staff development programs.
16. Provide oversight for school improvement activities and state initiatives in reading.
17. Perform other job-related duties as assigned by the Director of Federal Programs.