

8/11/03

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Literacy Coach  
**Reports to:** Program Director - Staff Development

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage in reading with a minimum of five (5) years teaching experience required. Advanced coursework or experience in teaching reading preferred. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Analyzes and interprets test results.

**Management Techniques:**

Establishing and monitoring rules consistently and fairly. Maintaining academic focus. Establishing routines for use of materials. Controlling and stopping spread of misconduct. Maintaining instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

**Essential Duties and Responsibilities:**

1. Act to communicate the theory and research of literacy instruction to administrators, principals, teachers, students and parents.
2. Assist principals and classroom teachers by providing professional development in the areas of literacy, data analysis, diagnostic assessment and formative assessment.
3. Model research-based instructional strategies in classrooms in cooperation with regular classroom teacher.
4. Collaborate with classroom teachers to support the development of effective literacy instruction.
5. Problem solve with teachers.
6. Provide instructional support and resources to the classroom teachers.
7. Assist with coordinating and interpreting all formal reading assessments.
8. Participate in ongoing professional development in best practice in teaching reading and writing and effective coaching strategies.
9. Abides by all policies of the Okaloosa County School Board.
10. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Ten month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.