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| Window Rock Unified School District No. 8 Position Description | |
| Position Title | Reading Coach |

Date Revised June 2004
Status Certified
Salary Level Certified Salary Schedule
Work Year 10 months

- Qualifications**
- Master's degree from an accredited college or university
 - A valid Arizona Teaching Certificate
 - Minimum of three years successful classroom teaching experience in which teaching of reading was an important responsibility of the position
 - Possesses an Arizona reading endorsement
 - ESL/Bilingual endorsement preferred
 - Ability to work cooperatively with other staff, especially in development of reading program, school library/resources center and parent center
 - Ability to read, write and speak Navajo preferred

Job Goal

To provide support for instruction and learning that will enable each student to master the reading skills appropriate to age, grade level and individual capacity. To develop and coordinate a comprehensive reading program, for all grade levels in the school, that is based WRUSD curriculum framework.

- Essential Duties**
- Provides staff leadership to insure understanding and promotion of the developed reading program.
 - Directs an assessment program to determine the reading abilities of all students, and to identify those in need of extended learning opportunities.
 - Assist teachers in providing instruction to students in need of extended learning opportunities in reading/language arts.
 - Plans and provides extended learning reading program and others as assigned.
 - Provides leadership and coordination in the reading program within the classrooms, including coaching best practices for teachers.
 - Works with the vertical curriculum team to develop/enhance the reading and writing curriculum and works with the Principal, Dean of Instruction and Math Coach to ensure implementation of the WRUSD curriculum framework.
 - Evaluates needs of the reading program, and works with the Principal, Dean of Instruction, Math Coach and school improvement team on school improvement and professional development planning.
 - Observes reading instruction in the classroom and provides input for teacher to improve their performance using an observation and coaching process developed by the Director of CIA with input from the Principals/Lead Teacher, Deans of Instruction, Reading Coaches and Math Coaches.
 - Works with the Principal/Lead Teacher, Dean of Instruction, Math Coach and the School Improvement Team to develop a professional development plan for the school site.
 - Plans and facilitates professional development which promotes new strategies and methods for teaching reading to various levels of students.
 - Works with the school staff to select and acquire reading materials for the library, parent center and classrooms.
 - Plans and implements and advanced language program and incentive programs as necessary.
 - Interprets, as appropriate, test results and statistical data (benchmark test results, AIMS result, AIMS data and classroom reading assessments) for the Principal/Lead Teacher, staff and parents.

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- Maintains individual records for students in extended learning programs.
- Devises and maintains such records and reports as are necessary to the successful execution of the job.

Certificates/Licenses

Valid Arizona Drivers License

Physical Effort

Physically comfortable, normal office work

Working Environment

Normal office conditions

Supervision Given

None

Supervision Received

Principal

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board Approved: July 14, 2004