



RIALTO UNIFIED SCHOOL DISTRICT

LITERACY COACH Job Description

DEFINITION

Under the direction and supervision of the site principal, the Literacy Coach will work with the site's English teachers (not directly with students) to provide literacy support, staff development related to Small Learning Communities, and onsite coaching. The Literacy Coach will also serve on the site Principal's Leadership Team to plan, monitor, and evaluate the program's progress, and modify as needed.

ESSENTIAL DUTIES

- Provide on-site staff development to ensure that teachers are knowledgeable about program components and understand the instructional design of how the program meets the standards.
- Provide support and assistance to English teachers in the full implementation of the District's adopted Reading/Language Arts program through:
 - *In-class coaching
 - *Demonstration Lessons
 - *Training
 - *Classroom observations
- Assist teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the reading/language arts program.
- Interpret/analyze ongoing data to inform instructional decisions and program design.
- Serve as a resource for teachers in all areas of the scientifically researched-based English/Language Arts program:
 - *Teaching strategies
 - *Strategic Learning
 - *Intervention reading programs
 - *Strategies/Methods for special needs students
 - *California State English/Language Arts Standards
 - *Components of balanced literacy
 - *Reading/Writing genres
 - *ELD Methodology
 - *Instructional Technology
- Assist in setting goals for improved instruction.
- Participate in site-leadership team meetings to review program progress and plan ongoing support for teachers.
- Participate in appropriate training to enhance self-growth.

QUALIFICATIONS

KNOWLEDGE OF: California State English/Language Arts Standards; Components of Balanced Literacy; Research-based teaching strategies; Data-driven instructional decision making; Prentice-Hall Language Arts Program; Adult Learning Theory

ABILITY TO: Work collaboratively with peers; Teach students for demonstration purposes; Model the adage of "life-long learner"; Coach peers in a non-evaluative manner; Present materials/methods in a training environment; Use instructional technology tools and materials

EXPERIENCE AND EDUCATION

- Holds a valid Multiple Subject or Single Subject English Credential
- Two or more years experience as an English/Language Arts teacher
- Served as member of a site leadership team
- Participated in appropriate District staff development opportunities

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.**

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes