

GERVAIS SCHOOL DISTRICT #1 – LITERACY COACH ON SPECIAL ASSIGNMENT

QUALIFICATIONS:

- Valid Oregon teacher license with appropriate subject endorsements, if needed.
- Bachelor's or higher degree in education or other acceptable educational training in area of study as required by Oregon license.
- Valid First Aid Card as requested by Principal.
- Knowledge and understanding of the 21st Century Schools Act.
- Knowledge of current educational practices and methods, evaluation techniques, behavior management techniques, and communication techniques.
- Demonstrated knowledge in reading and writing curriculum, instruction and assessment.
- Demonstrated ability to work harmoniously with administrative personnel, staff and community.
- Demonstrated ability to communicate effectively, provide inservice and establish effective working relationships with colleagues.
- Demonstrated ability in the use of technology commonly used in the district.
- Prior job-related experience will be considered but not required.
- Reading Endorsement.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

- Gervais Middle School Principal

JOB GOAL:

- To help students acquire knowledge and skills that will contribute to their development as mature, able and responsible adults.

PERFORMANCE RESPONSIBILITIES (See Performance Standards for Specific Indicators):

1. Serves as a literacy coach mentor.
2. Monitors student achievement.
3. Monitors effectiveness of curriculum.
4. Provides formative feedback (confidential).
5. Conducts data analysis.
6. Models and observes instructional approaches.
7. Promotes & assists with fidelity of assessment & curriculum.
8. Facilitates professional development & presentations.
9. Occasional small group instruction (individual and intensive for short periods of time) for students.
10. Provide feedback and participate as needed to school committees.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 190 days.
- Flexible schedule to be implemented depending upon daily requirements.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature

Date