

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: READING COACH (TK-3)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide program leadership, guidance and support for the assessment, implementation and evaluation of the District's reading program at assigned school sites.

#### **ESSENTIAL FUNCTIONS:**

Provide leadership and support for the assessment, implementation and evaluation of the District reading program at assigned school sites; monitor and assess program activities and work collaboratively with teachers through a review/collaborative feedback process.

Provide support to teachers with the implementation of the California Standards for the Teaching Profession and the Common Core State Standards.

Assist in the development and implementation of program goals and curriculum; conduct demonstration reading lessons that model effective instructional strategies.

Assist classroom teachers in diagnosing reading problems and planning appropriate instruction; provide staff development and training concerning research and teaching techniques; plan, coordinate and oversee teacher study groups.

Assist in the assessment of the reading strengths and needs of students, assist staff with analyzing and interpreting related data and provide that information to classroom teachers, parents, and specialized personnel, in order to provide an effective reading program.

Support, supplement and extend classroom teaching, and work collaboratively to implement a quality reading program that is research based and meets the needs of students.

Assist classroom teachers and learning centers with identifying the appropriate interventions for students.

Provide assistance to classroom teachers in diagnosing the needs of English Language Learners.

Prepare and maintain a variety of records and reports related to assigned activities; process forms and applications as necessary.

Collaborate with site administrators, program personnel, students and parents to enhance district literacy programs.

Communicate with District personnel to exchange information, coordinate activities and resolve issues or concerns.

Work with Curriculum and Professional Learning and Elementary Education to exchange information, coordinate activities, resolve issues or concerns and receive ongoing professional development.

Assist in the development of school site plans and goals utilizing student performance data.

Assist the District with parent education related to the reading program; drive a vehicle to conduct work.

Provide program leadership, guidance and expertise in the area of reading as a resource to other educators, parents and the community.

Operate a variety of office equipment including a computer and assigned software.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Common Core State Standards

California Standards for the Teaching Profession

Assessment and diagnosis that is vital for developing, implementing and evaluating the literacy program in general and in designing instruction for individual students

Reading practices, research and methodologies

Instructional strategies used in the enhancement of reading programs

Correct English usage, grammar, spelling, punctuation and vocabulary

Child guidance principles and practices

Standardized and performance based assessment practices.

School climate and culture

Curriculum, goals and objectives

Principles of training and providing work direction

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Public speaking techniques

Record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.

**ABILITY TO:**

Provide leadership and support for the assessment, implementation and evaluation of the District reading programs at assigned school sites.

Provide effective coaching, staff development and technical feedback

Provide coherent demonstration lessons

Assist staff in enhancing instruction techniques

Train and provide work direction to others

Assess school climate and culture as they affect the learning environment

Collaborate with administrators, teachers, students and parents

Communicate effectively both orally and in writing  
Interpret, apply and explain rules, regulations, policies and procedures  
Analyze situations accurately and adopt an effective course of action  
Plan and organize work  
Prepare and deliver oral presentations  
Establish and maintain cooperative and effective working relationships with others  
Maintain records and prepare reports  
Maintain consistent, punctual and regular attendance  
See to read a variety of materials  
Hear and speak to exchange information  
Sit or stand for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree, including courses needed to meet credential requirements and five years classroom teaching experience.  
Evidence of higher/advanced study of the subject matter is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment.  
Driving a vehicle to conduct work.