

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: READING COACH-K-3

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide leadership and support for the assessment, implementation and evaluation of the District K-3 Open Court reading program at assigned school sites.

ESSENTIAL FUNCTIONS:

Provide leadership and support for the assessment, implementation and evaluation of the District K-3 Open Court reading program at assigned school sites; monitor and assess program activities and personnel.

Assist in the development and implementation of program goals and curriculum; conduct demonstration reading lessons.

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 student reading skills; assist staff with analyzing and interpreting related data.

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.

Develop 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.

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

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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 of the department.
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 K-3 Open Court reading program 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 three years classroom teaching experience.

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.