

**School District of Santa Rosa County**  
**Job Description**  
**Coordinator of Literacy**

**Reports To:** Assistant Superintendent for Curriculum, Instruction, and Assessment

**FLSA Status:** Exempt

**Department:** Instructional Services

**Prepared by:** Human Resources

**Date:** November 17, 2022

**Job Code:** 13030

**Primary Duties and Responsibilities (Essential Functions):**

- Provide meaningful staff development and training for teachers in best practices and strategies in language arts and reading
- Analyze student achievement data to determine curriculum and staff development needs in language arts and reading
- Develop and provide resources for curriculum development and assessment to schools and teachers i to improve student achievement in language arts, reading
- Actively seek opportunities to bring funding, resources, and recognition to district curriculum projects
- Supervise instructional activities for all teachers of language arts and reading, including content-area reading K-12
- Facilitate classroom instruction, evaluate instructional practices, and provide models or demonstrations of effective practices in language arts and reading
- Facilitate curriculum design to meet individual school needs
- Develop, recommend, and administer assigned budget
- Prepare official district and state reports as appropriate and assist in the preparation of School Board meeting agenda
- Maintain expertise in language arts and reading curriculum design and best practices through ongoing professional development, participation in professional organizations, and professional reading and research
- Assist in student assessment to identify areas of strength and weakness in the curriculum
- Provide specified services, support, and staff development in language arts and reading to Title I schools and teachers
- Facilitate alignment of instruction for students with disabilities along with the mainstream curriculum by providing staff development, information, and support for the assessment and delivery of language arts and reading instruction
- Assist in the interpretation, implementation, and administration of applicable district, state, and federal policies, laws, grants, and regulations and in organizational analysis and development
- Provide appropriate information to the Superintendent, Assistant Superintendent, or other personnel as requested
- Coordinate and collaborate to provide resources and training in reading intervention
- Provide own method of transportation, when required, to visit various sites
- Maintain official records and files and perform other incidental tasks consistent with the goals and objectives of this position

**Supervision Received:**

- Assistant Superintendent for Curriculum, Instruction and Assessment

**Supervision Exercised:**

- Activities, instruction, and staff development of all District teachers in assigned curricular area in cooperation with the site administrator
- Staff as assigned

### **Minimum Qualifications & Skills Required:**

- Master's degree or higher from an accredited institution in the assigned area of specialization and hold or eligible for Educational Leadership
- Currently hold or eligible for Florida teaching certificate in assigned area(s) of specialization
- Successful completion of the Potential School Leaders (PSL) Program; or willingness to complete at next available training
- Eight to ten years' experience in public school education as a teacher
- Documentation of leadership experience at the school, district, or state level in the area of specialization

### **Preferred Qualifications & Skills:**

- Two years of administrative experience

### **Physical Demands:**

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Terms of Employment:**

- Administrative Salary Schedule
- 12 months
- 8 hours/day

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

### **Conclusion:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.