

Santa Rosa County District Schools

**Job Description**

**Literacy Coach**

Reports To: School Principal  
FLSA Status: Exempt  
Department: School Based  
Prepared by: Human Resources  
Date: March 8, 2022  
Job Code: 21213, 21214, 21217, 21218

**Preface:**

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

**Primary Duties and Responsibilities:**

- Apply specialized knowledge in the science of reading, evidence-based literacy practices, and English/Language Arts state standards for students, teachers, and leaders
- Facilitate collaboration among teams (Leadership team, Literacy Leadership Team, MTSS, etc.) to determine literacy needs and implement success strategies at school
- Provides literacy intervention to assigned students
- Build capacity with literacy community (students, teacher, leaders, and parents/caregivers) to improve achievement for all students
- Engage in teacher-growth practices such as co-teaching, co-planning, modeling, reflective conversations, and data chats
- Responsible for planning, coordinating, and implementing literacy professional development
- Provides collegial, job-embedded support to ensure literacy instruction is data-informed and student-centered
- Ability to work with educators as adult learners
- Participate in district and state professional development activities

**Supervision Received:**

Supervisor/s – School Administration

**Supervision Exercised:**

NA

**Minimum Qualifications & Skills:**

- Bachelor’s degree or higher from an accredited institution

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- Currently hold or eligible for Florida teaching certificate or appropriate license
- Currently holds K-12 Reading Certification or Reading Endorsement
- 5 years of successful classroom teaching experience that includes reading instruction

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

NA

### **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:**

Approved Compensation Plan

Instructional Salary Schedule

### **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 optional personal leave
- Generous paid holidays