# INSTRUCTIONAL PERSONNEL

JOB DESCRIPTION

TITLE: TEACHER ON SPECIAL ASSIGNMENT FOR LITERACY

QUALIFICATIONS: 1. Master’s degree or higher from an accredited institution or the equivalent in experience (i.e., 3-5 years experience as a teacher leader or reading coach)

2. Currently holds or eligible for Florida teaching certificate or appropriate license

1. Currently holds K-12 Reading Certification, Reading Endorsement

REPORTS TO: Coordinator of Literacy

JOB GOAL: To provide leadership for, coordinate and direct the planning, developing, implementing, and evaluation of the K-12 Comprehensive Research-Based Reading Plan (Literacy Plan)

**ESSENTIAL FUNCTIONS:**

* Develops and provides appropriate literacy inservice activities
* Supports instructional staff and administrators in the implementation of the Common Core State Standards
* Provides support to enhance effectiveness of school-based reading coaches
* Visits school sites to verify K-12 Research-based Reading Plan understanding and implementation and assess school needs
* Coordinates district and school-based inservice activities in compliance with the district K-12 Comprehensive Research-Based Reading Plan
* Assists in the selection, proper usage, and security of appropriate instructional and assessment materials
* Assists the coordinator in evaluation of all related activities
* Collaborates in the development of the district K-12 Comprehensive Research-Based Reading Plan
* Participates in activities for continued professional growth
* Provides own method of transportation to various locations when required
* Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies and school sites
* Performs other related duties as required
* Assists the Literacy Coordinator in the implementation of the K-12 Comprehensive Research-Based Reading Plan

PHYSICAL

REQUIREMENTS: Light work: Exerting up to 20 pounds of force occasionally and/or

up to 10 pounds of force frequently as needed to move objects.

LENGTH OF

EMPLOYMENT: Ten months plus up to 30 days

SALARY: Based on the adopted salary schedule for instructional personnel

EVALUATION: Annual evaluation by the Coordinator of Literacy in accordance with the Master Contract, local policies, and state law

ENVIRONMENTAL: Activities occur inside and outside; subject to indoor and outdoor environmental conditions

EQUIPMENT: Audio-visual equipment, instructional computers

SUPERVISION

CONTROL: Is personally responsible for satisfying all of the above-referenced essential functions with minimal supervision.