

**Dallas School District
Job Description**

Job Title: LICENSED EDUCATOR – Early Literacy Instructional Coach
Reports To: Director of Teaching and Learning
FLSA Status: Exempt - Creative Professional Exemption

JOB SUMMARY

Assists classroom teachers and other instructional staff in developing strategies, skills, tools, techniques, and capacity to effectively teach all students and improve district literacy rates. The primary focus of this position is grades PK - 3.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position incorporate the essential duties of the Licensed Educator – Teacher as well as the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Analyzes class, grade level, and subject area data in school programs and reports findings for the purpose of sharing information with teachers and making informed decisions relative to instructional practices and to implement a school-wide assessment system for monitoring student achievement.
2. Assesses both initial and ongoing skills and needs of teachers for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement and gains in value-added scores in academic areas.
3. Demonstrates exemplary classroom practice and possesses a deep understanding of theory for the purpose of modeling best practices and improving student literacy achievement levels.
4. Leads and participates in ongoing and job-embedded professional development, e.g., staff meetings, study groups, demonstration lessons with pre- and post-discussion analysis, workshops, trainings, and seminary, for the purpose of conveying and/or gathering information related to literacy (including reading in content areas, reading and writing skills, pedagogy, coaching, and interpretation of assessment results).
5. Maintains a variety of manual and electronic files and/or records, e.g., student records, other data regarding academic proficiency, etc., for the purpose of determining success of instructional coaching on student achievement and evaluating effectiveness of overall academic programs.
6. Mentors, observes, and coaches classroom teachers for the purpose of improving instruction and promoting a school-based professional learning community.
7. Prepares a variety of written materials, e.g., lesson plans, scope and sequence guides, classroom materials, reports, etc., for the purpose of demonstrating best practices in academic instruction, documenting activities, providing written reference, and/or conveying information.
8. Prepares lesson plans, in collaboration with teachers, related to core academic areas at all levels for the purpose of differentiating instruction and adhering to scope and sequence guides and district curriculum.
9. Works directly with district literacy committee for the purpose of calibrating and correlating instructional practices and curriculum.
10. Takes necessary and reasonable actions for protection of students and school property.
11. Adheres to district policies and complies with applicable district, state, local, and federal laws, rules, and regulations.
12. Adheres to Dallas School District Workplace Expectations and Professional Communication standards.
13. Attends work regularly and is punctual.
14. Interacts thoughtfully and courteously with students, staff, and parents and resolves conflict in a professional manner.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists and participates in the management of student behavior in other parts of the school, school grounds, or work site.

2. Provides leadership to student organizations.
3. Participates in building and district level committees.
4. Attends school activities scheduled outside the regular school day (e.g., parent clubs, open house, etc.).
5. Attends and participates at in-services and staff development activities as required or assigned.
6. Assigns work to and oversees instructional assistants and volunteers.

SUPERVISORY RESPONSIBILITIES

All employees have responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree from an accredited institution; teaching license with appropriate endorsement and authorization. Must meet current federal and state requirements. Prior successful experience working in a school setting or with students strongly preferred.
- Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit.
- Ability to communicate fluently in English – verbally and in reading and writing. Ability to effectively present information and respond effectively to questions in one-on-one and small and large group situations to students and other school staff and parents. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEP's, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent and to draw and interpret graphs. Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- General knowledge of computer usage and operating system(s). Ability to proficiently use e-mail, Internet software, spreadsheets, teaching software, and word-processing software. Ability to use Student Information System(s).
- Ability to appropriately communicate with students, teachers, parents, and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions and appropriately react to a wide spectrum of behaviors.
- Certificates as determined by the district including meeting current Federal certification requirements. Must have possession of, or ability to obtain, a valid CPR/First Aid card, Oregon Driver License, Oregon Food Handler card, and blood borne pathogen training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, and occasionally crouch or crawl. The employee is sometimes required to assist a student in standing, walking, or sitting. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but occasionally high depending upon the student population and activities. The employee is occasionally exposed to outdoor weather conditions. Employee may be exposed to body fluids and blood borne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Printed Name: _____

Signature: _____ **Date:** _____