

**Roswell Independent School District  
Job Description**

**Job Title: READING COACH**

**Reports To: BUILDING PRINCIPAL**

**Essential Duties and Responsibilities:**

1. Act as a liaison between the assigned building and other participating schools and district administration.
2. Participate in professional development; coordinate professional development for Reading First strategies.
3. Direct and maintain a focus on scientifically based reading research; coordinate with other district initiatives and organizational units.
4. Participate in the implementation, use and monitoring of school-level required assessments; and assist with DIBELS testing.
5. Collect and analyze data at the classroom/grade level to inform instruction for early intervention, at the school level for decision making, and at the district level to monitor student progress.
6. Model instructional best practices, observe and monitor reading first classrooms, and provide coaching and training as necessary.
7. Participate in grade level meetings and attend district-level monthly meetings.
8. Inventory and track literacy materials and supplies.
9. Participate in SAT/RTI process and student interventions at the school.
10. Knowledge of Early literacy instruction, Reading First frameworks, instructional best practices, reading intervention programs, DIBELS testing, data collection and data analysis.
11. Present training workshops.
12. Work independently and in groups.
13. Maintain confidentiality with sensitive matters.
14. Communicate in oral and written form.
15. Present training workshops.
16. Work independently and in groups.
17. Utilize technology.
18. Report to work on time and work no less than 7.25 hours per day.
19. Maintain accurate and detailed records.
20. May be required to perform other related functions/duties as assigned by your supervisor.

**Supervisory Responsibilities:**

N/A

**Qualifications:**

1. Bachelor's degree or higher.
2. Current NM Certified Teacher license in elementary or early childhood.
3. Level II or above.
4. Must have at least five years classroom teaching experience in an elementary school environment.
5. Valid Drivers' license and Car Insurance (if traveling from site to site)

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**READING COACH (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**