

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Literacy Coach	<b>REPORTS TO:</b>	Principal or Assigned Supervisor
<b>DEPARTMENT:</b>	Site Specific	<b>CLASSIFICATION:</b>	Certificated
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Determined By Site
<b>BOARD APPROVAL:</b>	April 10, 2002	<b>SALARY:</b>	Teacher=s Salary Schedule (Plus Factor if Over 183 Duty Days)

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**BASIC FUNCTION:**

Provide leadership, expertise and support at the school site level for the full implementation of the language arts standards, assessment and accountability in grades K-12. Services provided will be supplementary to the district base line program and funded through a categorical program. Works under the direction of the site principal/administrator and does not supervise any staff.

**REPRESENTATIVE DUTIES:**

Provide professional development for K-12 teachers at the site and district level designed to increase the classroom teacher=s efficacy and capacity in getting students to standards in language arts. **E**

Provide coaching and modeling to teachers in organizing literacy instruction, student assessment, lesson design and instructional delivery related to language arts. **E**

Provide formative and summative evaluation that measures student achievement in language arts relative to standards. **E**

Assist the classroom teacher in identifying individual students' needs. **E**

Develop and prioritize long- and short-term language arts objectives. **E**

Maintain lines of communication and collaboration with principal, division offices, curriculum and instruction department, and classroom teachers. **E**

Maintain professional competence through participation in in-service education activities as provided by district, state, consultants or self-selected professional growth activities. **E**

Perform literacy related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and minimum of three years classroom teaching experience at the appropriate level.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California teaching credential authorizing instruction at the appropriate level.  
Preferred: Miller-Unruh Certificate, Reading Recovery training or Reading Specialist  
Credential or enrollment in a program leading to certification.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Recognized expertise in standards-based instruction in reading/language arts; curriculum design; effective instructional strategies and techniques; multiple assessment tools; and professional development delivery systems.

District, school site, and program policies and procedures.

State and District curriculum requirements.

Interpersonal skills using tact, patience and courtesy.

Rules and regulations of State and Federal Programs.

Oral and written communication skills.

Public speaking techniques.

**ABILITY TO:**

Serve diverse needs.

Provide effective instructional leadership in getting students to standards in reading/language arts.

Identify needs, and to design and deliver effective professional training, including modeling of lessons, to improve teacher competency and capacity.

Interpret, apply and explain District, school, and program policies, procedures, and regulations.

Perform assignments independently.

Provide in-service training.

Communicate effectively both orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Understand program goals and objectives.

Analyze situations accurately and adopt or recommend effective courses of action.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor school environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and assist students in instructional activities.

Vision sufficient to read printed instructional materials, video screen displays, rules, regulations, and other written documents.

Dexterity of hands and fingers to operate a variety of instructional equipment.

Ability to sit or stand for extended periods of time.

***E = Essential Function***