

SAMPLE Reading Coach Job Description For a Targeted Assistance School

Duties and Responsibilities:

Administrative

1. Assist in carrying out all requirements of the Title I Program.
2. Serve as co-chair of the Title I and RTI Team.
3. Be a leader for the school and the staff in the Title I/RTI program.
4. Assist in planning for both the formative and summative evaluation of the Title I/RTI program at the school.
5. Work with the building principal in developing improvement strategies for all teachers, specifically designed to help struggling students.
6. Assist teachers in scheduling their 90-minute block of uninterrupted reading and an additional 30 minutes of reading instruction for students identified as needing reading intervention.
7. Assist in completing all reports due to the state Title I office.

Professional Development

1. Assist in developing, scheduling, and assessing the year round professional development activities to implement the research based curriculum and assessment program specifically designed to help at-risk students.
2. Assist the principal in scheduling meetings as a part of the Title I/RTI program.
3. Utilize the "train the trainer" model with the staff in the area of professional development.
4. Attend all necessary training activities for the Title I/RTI programs at the local, state, and national levels to assist in the training of teachers at the school.
5. Provide for the continued growth of the staff in the five components of reading, specifically designed to help at-risk students.
6. Coach the staff in improving their skills in the teaching of reading specifically to help at-risk students.

Reading and Assessments

1. Model effective reading teaching skills specifically to help at-risk students.
2. Direct/assist staff in using and analyzing assessments to improve reading instruction and achievement for at-risk students.

Instruction

1. Assist in coordinating the alignment of the K-5 reading curriculum to the state Standards and Benchmarks to promote proficiency on assessments.
2. Organize and assist teachers with the intervention process in identifying students who are reading below grade level.

Other

1. Plan and carry out a parent involvement program for the parents of Title I students.
2. Maintain regular contact with the state Title I office.
3. Other duties to be assigned by the building principal and/or the state Title I office to benefit the at-risk students and the school in achieving the goals of the Title I program.