

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

LITERARY COACH

QUALIFICATIONS

1. Valid New Jersey Educational Certificate - Reading Specialist Endorsement Preferred.
2. Demonstrated ability to provide leadership in the development of reading strategies and training program.
3. Ability to model strategies and coach faculty in reading and writing literacy techniques.
4. Ability to maintain a positive learning environment.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal/Curriculum Supervisor.

SUPERVISES

Pupils.

COACHES

Faculty.

JOB GOAL

To help provide an instruction and learning environment which fosters literacy achievement at the high school level.

PERFORMANCE RESPONSIBILITIES

1. Provides leadership and coordination of reading strategies across the curriculum in all content areas; observes reading instruction in classrooms, consults with teachers regarding strategies, and coaches teachers in use of strategies.
2. Assists to determine the reading abilities of pupils and to identify those needing remediation or enrichment.
3. Monitors pupil progress toward state standards and district objectives of reading instruction; develops and maintains records and reports as necessary.
4. Plans and administers a program to provide remedial and advanced reading instruction.
5. Develops lesson plans and instructional materials and provides individual and small group instruction in order to meet the needs pupils.

- 6. Interprets pupil needs and reading progress to classroom teachers.
- 7. Evaluates the district's reading literacy efforts and makes recommendations for improvements as appropriate.
- 8. Recommends adoption and use of varied reading instruction materials.
- 9. Plans and conducts inservice workshops pertinent to methods and materials appropriate to various levels of reading instruction.
- 10. Consults with members of the child study team at individual case conferences as requested.
- 11. Interprets reading test results to the administration, teaching staff and the community.
- 12. Participates in school-level planning, faculty meetings, committees and other school system groups.
- 13. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
- 14. Upholds and enforces school rules, administrative regulations and board policy.
- 15. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT

Work year and salary to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **May 8, 2008**
 AMENDED: **February 12, 2009**
 AMENDED:

Legal References:

<u>N.J.S.A.</u>	7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u>	9:2.4.2	Children's records

<u>N.J.S.A.</u>	18A:6-7.1	<u>et seq.</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u>	18A:6-10		Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u>	18A:16-2		Physical examinations; requirement
<u>N.J.S.A.</u>	18A:25-2		Authority over pupils
<u>N.J.S.A.</u>	18A:26-1		Citizenship of teachers, etc.
<u>N.J.S.A.</u>	18A:26-1.1		Residence requirement prohibited
<u>N.J.S.A.</u>	18A:26-2		Certificates required; exception
<u>N.J.S.A.</u>	18A:27		Employment and contracts
<u>N.J.S.A.</u>	18A:28-3		No tenure for noncitizens
<u>N.J.S.A.</u>	18A:28-5		Tenure of teaching staff members
<u>N.J.S.A.</u>	18A:28-8		Notice of intention to resign required
<u>N.J.A.C.</u>	6:3-3.1	<u>et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C.</u>	6:3-4A.4		Requirements of physical examinations
<u>N.J.A.C.</u>	6:3-4.1	<u>et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C.</u>	6:3-5.1	<u>et seq.</u>	Seniority
<u>N.J.A.C.</u>	6:3-6		Pupil records
<u>N.J.A.C.</u>	6:8		Thorough and efficient system of free public schools
<u>N.J.A.C.</u>	6A:7		Managing for equality and education in education
<u>N.J.A.C.</u>	6A:8		Standards and assessment
<u>N.J.A.C.</u>	6A:9		Professional licensure and standards
<u>See particularly:</u>			
<u>N.J.A.C.</u>	6A:9-3.3		Professional standards for teachers
<u>N.J.A.C.</u>	6A:9-5		General certification policies
<u>N.J.A.C.</u>	6A:9-8		Requirements for instructional certificate
<u>N.J.A.C.</u>	6A:9-13.13		Reading Specialist
<u>N.J.A.C.</u>	6A:9-15		Required professional development for teachers
<u>N.J.A.C.</u>	6A:16		Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.