

READING SUPPORT COORDINATOR
POSITION DESCRIPTION

Description of Position

The Reading Support Coordinator, under the general supervision of the Elementary School Principal, is a teacher on special assignment with responsibilities for the organization of the reading support program and for working with students who have limited English proficiency. He/she also administers screening tests for students with academic delays for students who are experiencing difficulties.

Classification Certificated Employment

Work Year Per collective bargaining agreement

1. Qualifications

- 1.1 Valid California Teaching Credential.
- 1.2 Previous teaching experience in reading.
- 1.3 Ability to analyze data to make program improvement and student diagnostic recommendations.
- 1.4 Ability to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued academic growth.
- 1.5 Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.

2. Duties and Responsibilities:

- 2.1 Reviews all new students cum files.
- 2.2 Identifies students with English as a second language.
- 2.3 Notifies parents regarding the process of assessment, legal rights, and program recommendations for English Language Development (ELD).
- 2.4 Completes state language census and maintains required longitudinal data.
- 2.5 Participates in and organizes Coordinated Compliance Reviews.

- 2.6 Contributes to the development of the Consolidated Application.
- 2.7 Participates as a consultant and/or lead teacher in the Program Quality Review.
- 2.8 Coordinates the ELD program at all school sites.
- 2.9 Coordinates the reading support program at the Elementary School(s).
- 2.10 Assesses and teaches students in the reading support program.
- 2.11 Plans and schedules students and instructional aides in the reading support program.
- 2.12 Coordinates referral and screens students for the reading support program.
- 2.13 Provides support and direction for the reading support instructional aides.
- 2.14 Attends Student Study Team meetings and Guidance Team Meetings.
- 2.15 Conducts program evaluation, collects and analyzes student data for evaluation purposes.
- 2.16 Works with School Site Councils to address school improvement needs.
- 2.17 Keeps current on work email and website communications and technological proficiencies.
- 2.18 Performs other duties as assigned.

3. Organizational Relationship

- 3.1 Supervision/Evaluation – Principal