



# Reading First California Technical Assistance Center

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## Job Descriptions Reading First Instructional Leadership Personnel

**Coach:** A certificated teacher, with three or more years of teaching experience, who works with classroom teachers (not directly with students) in assisting with the full-implementation of the district adopted reading instructional program.

- Provides support and assistance to all classroom teachers in the full and skillful implementation of the district's adopted reading/language arts program.
- Conducts demonstration lessons to insure that all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed.
- Provides on-site staff development to ensure that teachers are knowledgeable about program components and understand the instructional design of how the program meets the standards.
- Assists teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the program.
- Conducts classroom observations and provides "next-step" support for all teachers.
- Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students including English learners, standard English learners, Spanish learners, students enrolled in Special Education Programs, and students with diverse learning needs.
- Assists teachers in preparation and pacing for instruction.
- Participates in collaborative grade level meetings to assist in the analysis and utilization of assessment data to improve student achievement.
- Assists grade level teams in setting goals for improved instruction.
- Meets regularly with the principal to review 6 week skill assessment data and to assess the outcomes of goals established by grade level teams.
- Prepares forms, records, and reports as directed.
- Attends meetings and trainings as directed.

**Content Expert:** A person knowledgeable about the adopted reading/language arts program and hired to support and train the reading coaches

- Provides support and assistance to all coaches, site administrators, and district leadership in the full and skillful implementation of the district's adopted reading/language arts program.
- Conducts demonstration lessons for coaches to insure that all coaches have been trained to an advanced level of delivery, and can articulate the rationale for using program materials as designed.

- Provides staff-development for teachers, coaches, site administrators, and district leadership to insure that all are knowledgeable about program components and understand the instructional design of how the program meets the standards.
- Identifies for coaches the characteristics of classroom environments which focus on content and learning strategies embedded in the program.
- Observes coach demonstration lessons and gives appropriate feedback.
- Serves as a resource for coaches for identifying appropriate instructional strategies and interventions to improve student achievement for all students including English learners, standard English learners, Spanish learners, students enrolled in Special Education Programs, and students with diverse learning needs.
- Facilitates coach meetings to discuss issues involving the full and skillful implementation of the program, especially the analysis and use of assessment data to improve student achievement.
- Conducts site visitations with the coaches, site administrator, and district leadership addressing the levels of implementation observed in the classrooms.
- Debriefs with the site principal and other personnel involved about possible actions that could be taken to improve instruction and implementation.
- Meets with the coach coordinator and other district leadership to discuss areas of strength and areas of need across the district, and to strategize best ways to support full and skillful implementation of the district adopted reading program.

**Literacy Coach Coordinator:** A person with a background in administration hired to supervise and evaluate district reading coaches.

- Assists the District Superintendent, Administrators and the Leadership Team in supporting the full and skillful implementation of the district adopted reading program.
- Supervises, observes, and evaluates reading coaches with the purpose of providing intensive assistance for the improvement of student achievement in reading/language arts.
- Plans for, facilitates, and evaluates on-going professional development coherent with the district adopted reading program for reading coaches.
- Plans for, facilitates, and evaluates on-going professional development coherent with the district adopted reading program for teachers, administrators, and other district staff.
- Communicates regularly with the district content expert to discuss ways to most effectively assist reading coaches.
- Assists in the ordering and distribution of program materials as needed.