

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 16, 2007

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: SECONDARY LITERACY COACH

JOB PURPOSE STATEMENT: Under the direction of the site principal, the Secondary Literacy Coach works with classroom teachers (not directly with students) in assisting with the full implementation of the district's adopted reading instructional program, including the adopted intervention programs (Language and Hi Point)

JOB FUNCTIONS:

- 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
- 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.

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JOB FUNCTIONS – continued

- Prepares forms, records, and reports as directed.
- Attends meetings and trainings as directed.
- Networks and collaborates with other coaches, teachers and personnel
- Prepares and maintains a log of activities
- Collaborates with Principal to determine specific teachers to work with, content, scheduling and timelines
- Maintains a professional relationship with all colleagues, students, parents and community members
- Possesses proven ability, exemplary performance and demonstrates commitment to improving student achievements

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English and read English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's degree from accredited university
- Valid California Single Subject English or Multiple Subject credential with CLAD endorsement
- Reading Specialist Certificate Preferred

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JOB QUALIFICATIONS – continued

Experience:

- Minimum three years teaching experience