

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Reading Academy Facilitator	Wage/Hour Status:	Exempt
Reports To:	Executive Director Elementary Academic Services	Pay Range:	833
Dept./School:	Elementary Academic Services	Date Revised:	02/14/2020

Primary Purpose:

This position will be responsible for the implementation of Reading Academies for all K-3 teachers and administrators through facilitation of year-long cohorts. Attend TEA training on the science of teaching reading. Provide professional learning through a blended model, review and evaluate submitted artifacts providing feedback to support effective reading instruction. Provide campus support to teachers and administrators within the cohorts.

Qualifications:

Education/Certification:

- Master's Degree (preferred)
- Valid Texas teaching certificate
- ESL certification (preferred)
- Master Reading Teacher/Reading Specialist certification (preferred)

Special Knowledge/Skills:

- Demonstrate proficiency on state screener
- Demonstrate a working knowledge of the science of teaching reading
- Ability to coach teachers and provide feedback
- Strong organizational, communication, public relations and interpersonal skills

Experience:

- Three years of teaching experience in reading K-3 (required)
- Experience as a team leader (preferred)
- Previous experience in planning and delivering professional development

Major Responsibilities and Duties:

- Pass a comprehensive state literacy screener prior to start
- Attend all required trainings on the Science of Teaching Reading
- Collaborate with Elementary Academics Services to plan and prepare delivery of professional learning for K-3 Cohorts

Job Title: Reading Academy Cohort Leader

Observe, coach and model effective literacy practices

Provide feedback to teachers on implementation of Reading Academy content and strategies

Analyze classroom and district level data

Work with Region X and TEA to ensure effective implementation of Reading Academies within the district

Stay informed on Reading Academy requirements

Use the Learning Management System (LMS) provided for the blended learning approach

Develop procedures to facilitate collaborative decision-making processes that foster and promote collegiality and team building

Provide professional learning either face to face or virtually to cohort members

Coach teachers on the implementation of literacy practices

Ensure that district goals are implemented with the involvement of district and campus staff

Develop procedures to facilitate collaboration with principals and cohort members

Promote positive working relationships with campus staff members

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other duties and functions that may be assigned by the administration and/or supervisor

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Occasional prolonged and irregular work hours; work with frequent interruptions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 02-14-2020

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Job Title: Reading Academy Cohort Leader

Employee Signature: _____ **Date:** _____