



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2044
PCSB: 2046 (In Training)

FLSA: Exempt
Instructional

READING RECOVERY TEACHER LEADER
REPORTS TO: Elementary Reading and Language Arts Specialist
SUPERVISES: Not Applicable
QUALIFICATIONS: Master’s degree from an accredited college or university. Currently holds, or is eligible for, a Florida Teaching Certificate for the level and subject area working. Must have one (1) year of post-graduate literacy studies as a Reading Recovery teacher and certified as a teacher leader through Reading Recovery. For Reading Recovery Teacher Leader (In Training) must successfully complete the Reading Recovery Teacher Leader training courses within one year of hire. PREFERRED: Experience and proven success working with students in a high urban population. Three (3) years of successful implementation of Reading Recovery/Literacy Lessons. Evidence of leadership and competence in working with colleagues and administrators. Long-term commitment to the successful implementation of the program.
MAJOR FUNCTION
Provides professional development and support to Reading Recovery Teachers and assists with program implementation.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Develops and conducts professional development for Reading Recovery teachers regarding program implementation, instructional strategies, and best practices. • Monitors the selection and progress of students with reference to the teachers’ records. • Works individually with identified Reading Recovery students according to program guidelines. • Performs classroom visitations, coaches teachers in the improvement of instructional practice, and monitors improvement. • Collects and reports student data and prepares other related reports to national and local evaluation centers and appropriate administrative offices. • Facilitates a 3-hour training weekly or a 4-hour biweekly class across the academic year to first year Reading Recovery teachers. • Provides 4-6 school visits for assigned in-training teachers annually. • Provides 2-4 school visits for trained (continuing) teachers annually. • Provides six (6) 3-hour Reading Recovery professional development meetings per year for all continuing Reading Recovery teachers. • Provides professional development as needed for emerging needs (e.g., working toward proficiency at third grade, providing support for running records and/or guided reading trainings, providing support to primary classroom grade teachers for reading and writing). • Attends biweekly Reading Recovery planning meetings. • Teaches a minimum of two (2) children daily and keeps all records as required by Reading Recovery. • Supervises and checks teacher and student data entries. • Enters and monitors professional development (PD) for Reading Recovery trainings to district PD system. • Schedules and coordinates with staff to secure training locations as needed for both training and ongoing professional development classes. • Orders, invoices, and distributes Reading Recovery training materials as needed. • Schedules and facilitates Reading Recovery visits as needed from donors, district staff, and other interested parties.

READING RECOVERY TEACHER LEADER

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Attends a national or regional conference each year and participates in an annual required national teacher leader institute to ensure current knowledge about all aspects of the role.• Performs other related duties as required.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 04/01/19 LM; BOARD APPROVED: 04/23/19; REVISED 05/13/19 LM MQ; BOARD APPROVED: 06/11/19

READING RECOVERY TEACHER LEADER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Reading Recovery Teacher Leader– Instructional