

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Coordinator of Literacy, Grades K-5

**REPORTS TO:** Assistant Superintendent for Curriculum and Instruction

**JOB SUMMARY:** Oversees the reading programs in the district for grades K-5 including Reading Recovery®, Reading Is Fundamental and the implementation of the new reading series

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Oversees curriculum grades K-5 in reading/literacy, evaluates learning materials in educational programs, and supervises teachers in that process
4. Oversees support for teaching staff in terms of providing and arranging for training sessions in the teaching of reading, literacy and Reading Recovery
5. Researches and communicates best practices in literacy to all relevant school personnel
6. Analyzes and evaluates data reflecting student performance in reading
7. Observes and evaluates teachers and students in grades K-5 engaging in the teaching and learning of literacy
8. Evaluates teachers as requested by the building principal
9. Assists in the oversight of academic standards in reading/literacy
10. Assists in scheduling, coordination and reporting of K-5 testing in reading
11. Coordinates the Reading is Fundamental program for the district
12. Acts as site coordinator for the Reading Recovery program implementation
13. Provides professional development for trained Reading Recovery teachers, including clinical observations
14. Supervises and monitors the distribution of the Macmillan reading program materials and supplies

15. Provides support for teaching staff and school administration in terms of providing and arranging for training sessions on the new reading series
16. Assists in arranging for sessions designed to inform parents and other community members about the new reading series
17. Performs other duties as assigned.

**QUALIFICATIONS:** Five (5) years experience in multiple areas of public education. Reading/literacy teaching experience necessary with an emphasis on K-5 literacy. Administrative/supervision experience helpful. Masters degree necessary. Proper Pennsylvania Supervisor certification or five (5) years reading/literacy teaching experience with administrative certificate. Knowledge of K-5 curriculum, instruction and assessment.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to lift small children when necessary. Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday.

**SENSORY ABILITY:** Visual acuity. Auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment.

**CLASSIFICATION:** Professional staff; Instructional Meet and Discuss 12 month classification. Cabinet Code – D.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*