



COORDINATOR – READING ACHIEVEMENT INITIATIVE FOR SCHOLASTIC EXCELLENCE (R.A.I.S.E.)

SUMMARY/SCOPE/GOAL

Provide administrative direction for all components of R.A.I.S.E. programs following district, state, and federal guidelines. Ability to plan, organize, and coordinate activities of federal and state grant programs to include leadership oversight of the program budget, implementation, and administration. Coordination of district resources to improve teacher effectiveness and student achievement.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's degree from an accredited educational institution.
- Minimum of three (3) years' successful teaching experience in an educational setting.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Certification in Educational Leadership, Administration, and Supervision or Administration by the State of Florida.
- Florida Teacher Certification in Elementary Education with Reading Endorsement or Reading (K-12) certification.
- Valid Florida Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Plan, develop, and coordinate all aspects of R.A.I.S.E. programs following district and state guidelines.
2. Establish and maintain a tutoring program aligning with state guidelines based on evidenced based practices.
3. Deliver instructional supports to school administrators and instructional personnel in implementing evidence-based reading instruction and interventions.
4. Collaborate with the state literacy regional director to oversee and provide professional development and planning to establish evidence-based practices.
5. Monitor, interpret, and communicate assessment data to continuously guide instructional decisions and improve student learning outcomes.
6. Utilize technology to effectively manage and share data and information with all stakeholders.
7. Collaboratively plan, implement, and evaluate literacy programs and professional development needs and opportunities to ensure high-quality learning environments, aligned with the district's K-12 Reading Plan.

COORDINATOR – READING ACHIEVEMENT INITIATIVE FOR SCHOLASTIC EXCELLENCE (R.A.I.S.E.)

8. Attend conferences and other professional development opportunities to remain current in the field of literacy.
9. Plan and administer all R.A.I.S.E. initiatives under the direction of a Director of Elementary Learning and Learning.
10. Manage, supervise, and evaluate personnel as assigned-this may include support staff, resource teachers, content specialists or instructional coaches.
11. Collaborate with school leadership (teachers and administrators) of schools identified as R.A.I.S.E schools to identify instructional needs and create plans for school improvement.
12. Assure accurate and timely information and resources in the area of literacy instruction to schools identified on the R.A.I.S.E. list.
13. Travel to locations within and outside of the county as necessary to perform job responsibilities.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Extensive knowledge of the science of reading and evidenced-based practices; ability to plan, implement, and evaluate program components for literacy programs; ability to monitor and interpret assessment data to improve student outcomes; ability to coordinate with state regional literacy directors and the Just Read! Office; Ability to work effectively on a team and with schools identified on the R.A.I.S.E list. Demonstrate competencies and skills in technical writing, oral communication, and in successful implementation of professional development.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

COORDINATOR – READING ACHIEVEMENT INITIATIVE FOR SCHOLASTIC EXCELLENCE (R.A.I.S.E.)

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	<u>Elementary Leading and Learning</u>	DEPARTMENT:	<u>Elementary Leading and Learning</u>
TITLE CODE:	<u>C2132</u>	CONTENT BY:	<u>Director, Elementary Programs</u>
GRADE:	<u>24</u>	COMPENSATION:	<u>Human Resources</u>
UNIT:	<u>NB (Exempt)</u>	LABOR RELATIONS:	<u>Karyle Green, Ed.D.</u>
LAST BOARD APVD:	<u>5/10/2022</u>	CLASSIFICATION:	<u>Beth Thedy, Ed.D.</u>
SCHEDULE:	<u>8 Hrs. – 12 Mos.</u>		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/13/22	Developed	Direct, Elementary Programs
1.1	5/10/2022	Board Approved	Board

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.