

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 July 2019

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Internal Reading Corps Coach: Pre K-Grade 5 (.5 position)	<b>Department:</b> Teaching and Learning
<b>Immediate Supervisor's Position Title:</b> Director of Teaching and Learning	<b>FLSA Status: Exempt</b>
<b>Band/Grade/Subgrade:</b> D - 6 - 2	<b>Bargaining Unit: Northfield Education Association</b>
<b>Job Summary:</b> Provide coaching and support to the Reading Corps tutors	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Working with reading corps tutors while following the AmeriCorps regulations: develop schedules, analyze data, fidelity checks on interventions
<b>Percent of Time:</b>	60%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Working with teachers and literacy coaches at each site; working and meeting with the Master Reading Corps coach; maintaining required records
<b>Percent of Time:</b>	35%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Other duties of like nature as assigned
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

**EDUCATION/KNOWLEDGE REQUIREMENT:** Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

<b>REQUIRED EDUCATION/TRAINING (choose one)</b>				<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) B.S.</b>				
less than high school diploma				<b>Major field of study or degree emphasis: Elementary Education or Reading Certificate</b>				
High school diploma or GED.								
1 year college			2 years college					
3 years college		x	4 years college					
1st year graduate level				<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: Experience with reading instruction</b>				
2nd year graduate level								
Doctorate level								

**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring: Elementary Education and/or Reading Certificate</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> Reading instruction; communication skills
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
	Reading Corps Tutors	
<b>TOTAL</b>		7-9

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b> 0

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:** Typical teacher work

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

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Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Classification History:**