

**BRANCBURG TOWNSHIP SCHOOL DISTRICT**  
**Branchburg, New Jersey**

**JOB DESCRIPTION**

**Job Title:** Reading Specialist/Coach

**Reports To:** Building Principal

**Contract Terms:** BTEA; 10 Month Contract

**Qualifications:**

- NJ Certification in Elementary Education
- BA/BS in Elementary Education or related field
- Reading Specialist Certification preferred
- Experience in the field of literacy Development

**Job Goal:** The Reading Specialist/Coach will be responsible for assisting in the planning, coordination, and implementation of a comprehensive school-wide literacy program that facilitates learning.

**Performance Responsibilities:**

- Research and provide content knowledge and resources to staff about learning and teaching literacy, including strategies for differentiation.
- Research and prepare materials for the use by the teaching staff that support the balanced literacy model with a primary classroom.
- Research and provide information and guidance regarding a range of effective and innovative literacy practices through various activities such as individual discussions (informal and formal), coaching sessions, demonstration lessons with pre- and post-discussion/analysis and professional learning communities.
- Partner one time per year with each classroom teacher for a coaching session that includes professional growth goal setting and a self-evaluation of effectiveness.
- Design and present professional development programs that specifically meet the needs of students, as identified through teacher input and assessment data.
- Aid in the development, securing and implementation of varied assessment tools/techniques in the area of reading and writing to aid in the accurate diagnosis of reading/writing difficulties or delays.
- Serve as a chairperson of the Intervention and Referral Services Committee for all matters concerning literacy.
- Develop and present workshops/training for parents on ways to support literacy within the home environment.

- Submit a monthly report to the building principal outlining the activities completed during the previous month and the goals for the following month.
- All other matters related to literacy as designated by the building principal.

**Evaluation**

- In accordance with state regulations, Board of Education policy, and agreement between Board of Education and the Branchburg Township Education Association

**Board of Education Approved:** May 12, 2011

**Board of Education Approved Revision:** May 17, 2023