

**Job Title:** Dyslexia Instructional Coach

**Wage/Hour Status:** Exempt

**Reports to:** Facilitator DRD

**Pay Grade:** TBA

**Dept. /School:** Learner Support and Intervention

**Date Revised:** August 3, 2023

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**Primary Purpose**

Provide instructional support to teachers regarding dyslexia and related disorders. Provide evaluation support to campuses regarding dyslexia and related disorders.

**Qualifications**

**Education/Certification**

Bachelor's Degree  
Valid Texas Teaching Certificate

**Special Knowledge/Skills**

- In-depth knowledge of reading processes, acquisitions, assessments, and instruction
- Advanced knowledge/experience in the teaching of reading
- Knowledge of characteristics of Dyslexia and Related Disorders
- Knowledge of evaluation of Dyslexia and Related Disorders
- Ability to work with administrators, teachers, students, parents, and the public
- Ability to communicate, organize, present, write curriculum and implement core- reading program and relevant instructional strategies for dyslexia.

**Experience**

Three (3) years of teaching experience in reading

**Major Responsibilities and Duties**

**Instructional and Program Management**

1. Serve as a resource for Reading Specialists and DRD teachers in implementing the core-reading program for dyslexia.
2. Serve as a resource for campuses in evaluating for Dyslexia and Related Disorders.
3. Provide feedback for students based on progress monitoring and assessment/evaluation data.
4. Model "best practice" content and pedagogy for teachers in a classroom setting and provide follow-up discussion.
5. Maintain contact with students by modeling lessons for/with teacher and conducting evaluations.
6. Distribute and inventory instructional and supplemental materials to assigned campuses.
7. Assist in conducting training sessions for assigned campus personnel.
8. Meet with Dyslexia Facilitator for planning and review weekly report documenting contact with teachers.
9. Schedule campus visits and maintain appropriate documentation to include contact hours, progress monitoring, and assessments/evaluations.
10. Cover DRD Services provided by Reading Specialist based on an as needed basis.
11. Perform other duties as assigned by supervisor.

**Monitor Program**

12. Assist with monitoring procedures to ensure District compliance to federal, state, and local mandates.
13. Maintain a basic knowledge of federal, state and local mandates in the area of dyslexia.

**Professional Growth and Development**

14. Attend designated staff development.
15. Conduct professional development training for campus staff in reading research and methodologies for struggling readers.

**School and Community Relations**

- 16. Interact and provide information to the campus community regarding the Dyslexia Program.
- 17. Provide workshops designed to assist parents in helping their children to become better readers.
- 18. Promote and communicate high expectations of student performance.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district, and state travel.

**Terms of Employment**

187 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.