

<b>Job Title:</b>	Coordinator Reading Intervention	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Curriculum & Intervention	<b>Pay Grade:</b>	105
<b>Dept/School:</b>	Teaching and Learning	<b>Date Revised:</b>	November 1, 2024

**Primary Purpose**

Work directly with interventionists and the campus leadership teams to improve math instruction for all students, particularly those with unique learning needs or who are performing significantly below grade level. Collaborate extensively with stakeholders to support the vision, philosophy, and goals of the district's curriculum and instructional plan to advance student achievement and progress in reading.

**Qualifications****Education/Certification**

Master's Degree from accredited institution  
Valid Texas Teacher's Certification

**Special Knowledge/Skills**

- Knowledge of curriculum and assessment design
- Excellent instructional planning and professional learning facilitation skills
- Ability to effectively work with cross-functional teams
- Ability to implement and support policy, procedures, and practices
- Strong organizational, collaboration, and interpersonal skills

**Experience**

Three (3) years teaching experience with a specialization in English language arts

**Major Responsibilities and Duties.****Instructional and Program Management**

1. Apply knowledge of state standards, research, and evidence based instructional practices and science of reading into the planning and design of curriculum, instruction, and assessments.
2. Design and facilitate effective professional learning to support the overall implementation of the curriculum, and effective teaching strategies including job-embedded coaching, modeling, and demonstration teaching.
3. Assist department in designing, developing, implementing, and evaluating new instructional resources, tools, and supplemental materials.
4. Incorporate and model the use of instructional technology tools and applications into curriculum content and professional learning.

**School/Organizational Climate**

5. Attend and participate in Academic Services, department, and other cross-department meetings and committees, as required.
6. Display high visibility and effective communication skills on campuses to support, monitor, and observe curriculum delivery, instructional practices, and professional learning implementation.
7. Exemplify effective problem-solving methods that are customer-service oriented.
8. Utilize excellent oral and written communication and interpersonal skills.
9. Display a strong ability to work independently as a self-starter with excellent time management skills.
10. Participate as an effective team member who contributes to District, department, team, and individual goals.

**School/Organizational Improvement**

11. Demonstrate success in supporting improvements in student learning as measured by local, curriculum, and interim assessment results, and other district performance criteria.
12. Work in partnership with the Director of Literacy, Executive Director of Teaching and Learning, District departments, and other Academic Services staff to review and analyze multiple sources and types of educator and student data to identify educator learning needs for improved student performance, and to inform curricular, instructional, and professional learning decisions.

- 13. Recommend policies, guidelines, and practices addressing challenges impeding the initiation, implementation, or institutionalization of system-wide improvements.
- 14. Provide instructional support to meet culturally and linguistically diverse student needs.

**Administration and Fiscal/Facilities Management**

- 15. Assist in the examination of district resources, including instructional materials and other resources to ensure the efficient and sufficient provision of curriculum and instruction services within a fiscally responsible budget.
- 16. Support department administrators to analyze the effectiveness of services and supports/materials, including cost benefits and the bidding and procurement process.
- 17. Collaboratively conduct, with department administrators, annual needs assessments for the establishment of department priorities as well as planning, development and administration of the department budgets, including personnel allocations.
- 18. Stay abreast of the legal requirements pertaining to area of responsibility.

**School/Community Relations**

- 19. Promote a positive image of the district and maintain a positive working relationship with parents and the community.
- 20. Clearly articulate the district’s vision, mission, instructional philosophy and framework, and curricular implementation strategies to the community and solicit support in realizing the district’s mission.
- 21. Work with principals, central office staff, parents, and community members to resolve teaching and learning issues/challenges in a timely manner.
- 22. Employ collaborative decision-making and problem-solving processes.

**Professional Growth and Development**

- 23. Establish ongoing goals for professional learning to remain current in innovative and effective practices.
- 24. Identify new research in curriculum, instruction, and assessments to support decisions, and apply new knowledge and skills to improve programming, campus support, and District operations.
- 25. Actively participate in professional learning opportunities and ensures the dissemination of current educational research to positively enhance teaching and learning.
- 26. Exhibit flexibility in performance of assigned duties.
- 27. Strive to manage and prioritize time wisely and effectively.
- 28. Seek, accept, and respond to coaching and feedback from supervisor, staff, and peers.

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress. Frequent district travel; occasional out-of-district  
Work with frequent interruptions; occasional prolonged and irregular hours, prolonged use of computer.

**Terms of Employment**

226 days; salary to be established by the Board

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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: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.