



# The School District of Osceola County, Florida

## POSITION DESCRIPTION

- TITLE:** High School Literacy/Language Arts Resource Teacher
- QUALIFICATIONS:**
1. Bachelor's Degree or higher with a valid Florida Teaching Certificate; must have completed a Reading Certification program or obtained a Florida Reading Endorsement.
  2. A minimum of five years successful teaching experience. Academic coaching experience desirable.
- REPORTS:** Executive Director of Secondary and Post-Secondary Education or Director of High School Curriculum
- POSITION GOAL:** To assist in planning, implementing, and coordinating the high school English Language Arts/Literacy instructional programs.
- PERFORMANCE RESPONSIBILITIES:**
1. Foster effective teaching practices.
  2. Organize curriculum writing for all student courses related to appropriate content area as needed.
  3. Plan, organize, advocate, and promote various activities necessary for the implementation of the curricular changes and modifications to the state curriculum frameworks.
  4. Consult on curriculum development, material selection, and alignment with state frameworks.
  5. Coordinate articulation between elementary and middle school English Language Arts/Reading teachers and middle and high school teachers.
  6. Present information to local, state, and national educational groups and the legislature.
  7. Provide coaching for teachers and feedback to site-based administration.
  8. Provide guidelines for student scheduling and appropriate course placement related to appropriate content area.
  9. Facilitate implementation of appropriate curriculum by providing technical assistance and on-going support for secondary teachers as they identify authentic learning activities, identify complex text, implement effective literacy instructional strategies, and evaluate student progress.
  10. Support and assist the classroom teachers and school-based coaches with identifying specific needs of students and developing appropriate differentiated instruction.
  11. Provide opportunities for professional development in the implementation of Common Core Standards
  12. Conduct in-service on elements of the Common Core Literacy Standards including but not limited to text complexity, close reading, citing evidence, analysis of text, using paired text; and using writing as a tool to deepen understanding of text involving teachers, assistants, administrators, parents, and other stakeholders.
  13. Coordinate and assist with literacy assessments, monitor student progress, and conduct appropriate training in regard to data analysis.
  14. Assist in facilitation of parent/community involvement in the education process at the district level.
  15. Assist in the preparation of written documents which promote programs and positive communication reflective of school goals and activities.
  16. Organize local academic competitions for students as related to content area.
  17. Communicate and meet regularly with content area department heads.
  18. Work with assessment department to provide assistance to create and monitor student formative assessments related to content area.
  19. Initiate and oversee the adoption process of content-related textbooks.



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20. Ensure differentiation of curriculum for regular, advanced, and honor courses related to content area.
21. Investigate effective learning tools and strategies being implemented throughout the state and nation related to content area.
22. Ensure that English Language Learners and Students with Exceptionalities are given equal access to instruction and materials related to content area.
23. Serve as a member of the district curriculum team to become a trainer of districtwide professional development initiatives.
24. Coordinate, attend, and/or serve on appropriate advisory committee, work groups, and staff meetings.
25. Perform other work-related duties as assigned by supervisor.

**TERM OF EMPLOYMENT:** Ten (10) months – Teacher Salary Schedule

**EVALUATION:** Performance in this position will be evaluated by the Executive Director of Secondary and Post-Secondary Education or Director of High School Curriculum.