



Longview Independent School District

JOB DESCRIPTION

COORDINATOR OF RTI, 504 AND DYSLEXIA PROGRAMS

JOB TITLE:	Coordinator of RTI, 504 and Dyslexia Programs	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	11 Months (203 Days)
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Administrative 1

PRIMARY PURPOSE:

Facilitates the planning, evaluation and delivery of the RTI, 504 and Dyslexia programs

QUALIFICATIONS:

Minimum Education/Certification:

Master's degree, preferred
Bachelor's degree from accredited college or university
Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills
- Knowledge of curriculum in the instructional setting
- Ability to develop and deliver training to adult learners

Minimum Experience:

Minimum of three years successful teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Provides training and mentoring support to campus dyslexia coordinators
2. Implements and monitors the screening and referral process for dyslexia services



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Conducts screening, assessments and assists campus staff in developing intervention plans for students
4. Assumes responsibility for coordinating the dyslexia program throughout the district
5. Effectively communicates state and district dyslexia policy and guidelines to teachers and staff
6. School Climate: Communicates effectively with students, staff, parents and community; works with district and campus staff members for effective implementation of the dyslexia program
7. School Improvement: Works collaboratively with others in developing district mission, district goals, and articulating a vision for the district's dyslexia program; monitors dyslexia program on all campuses; provides opportunities for staff development for the administrative staff and teachers; researches programs and provides analysis of such programs to determine possible implementation in the district
8. Support instructional and curriculum services to meet student needs
9. Plan the necessary time, resources, and materials to support accomplishment of educational goals
10. Actively support the efforts of others to achieve district goals and objectives as well as campus performance objectives
11. Compile, maintain and file all reports, records, and other documents as required
12. Pursue professional development through reading, attending conferences, and involvement with related agencies or organizations
13. Assist in planning state-of-the-art professional development
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

16. Maintain confidentiality in the conduct of district business
17. Perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
18. Demonstrate regular attendance
19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED DATE: Feb., 2017