

**Killeen Independent School District  
Job Description**

**Job Title:** Reading Academy Cohort Leader

**Reports To:** Chief Learning Officer for Elementary Schools

**FLSA Status:** Exempt

**SUMMARY**

To work as a COHORT LEADER for HB3 Reading Academies. To support Reading Academies cohort participants through blended and/or comprehensive training sessions, digital and/or face-to-face coaching sessions, and digital or face-to-face artifacts review.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Manages up to a maximum of three cohorts (100 participants per cohort) of teachers as they complete the Reading Academy requirements.

Facilitates Reading Academy sessions.

Provides coaching for cohort participants.

Evaluates Reading Academy artifacts and provides feedback to participants.

Provides virtual office hours (3 hours per week/per cohort).

Routinely communicates and checks-in with Reading Academy Authorized Provider.

Attends mandatory training as required by TEA.

Demonstrates willingness to assume leadership positions.

Develops and maintains positive collegial relationships with teachers and administrators.

Communicates and demonstrates knowledge of the Texas Essential Knowledge and Skills, the English Language Arts curriculum and research-based instructional strategies.

Maintains accurate account of teacher records regarding their progress toward the completion of the Reading Academy.

Communicates regularly and consistently with teachers regarding learning and progress toward the completion of the Reading Academy.

Participates in professional learning opportunities and encourages ongoing professional development and growth for all teachers.

Presents a positive role model that supports the mission of the district.

Maintains a professional relationship with all colleagues, students, parents, and community members.

Manages time and schedule flexibly to maximize teacher schedules and learning.

Works collaboratively and collegially with other cohort leaders, instructional coaches and district instructional specialists.

Maintains regular, on-time attendance.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Meets all qualifications set forth by TEA, including passing a centralized screen. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree.

Three or more years teaching experience in grades K-5.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Texas teaching certificate; TEA Cohort Leader certification

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands and fingers to handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must regularly lift and carry (15-44 pounds); occasionally lift and carry (45 pounds and more); may lift and move textbooks and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to travel to multiple campuses, as assigned. The noise level in the work environment is usually moderate. Employee may also be required to occasionally travel out-of-district for school functions and/or activities.

**Date:** March 1, 2021

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