

**Hernando County School Board  
Florida**

FLSA: Exempt, Union

<b>WRITING COACH</b>
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**Required Qualifications:**

- Bachelor's Degree from an accredited college or university
- Hold a valid Florida teaching certificate
- Minimum of three (3) years of successful writing and/or English teaching at the elementary, middle or high school level
- English or Elementary Certification

**Desired Qualifications:**

- Master's Degree or higher in education or a related field
- Familiarity with English Sunshine State Standards and FCAT Writes procedures and rubrics
- Experience as an English Department Chair and/or participation on district-wide writing committees
- Experience in academic writing leadership
- Experience modeling progressive writing instruction, interpreting and presenting assessment data and organizing school and/or district writing inservice opportunities
- Familiarity with a Quality Writing Model

**Performance Responsibilities:**

- Interpret and publish periodic writing assessments data
- Model progressive writing instruction across the curriculum
- Develop and implement periodic school and/or district practice writing assessments
- Develop and prescribe corrective instructional methods and procedures for critical needs populations and for the entire school, based on annual writing assessment data
- Identify and mentor individual students who consistently perform poorly on state, district and/or school writing assessments
- Develop and present formal teacher training programs (faculty inservice opportunities) on progressive writing instruction
- Coordinate the completion and updating of writing course curriculum maps
- Develop, update, publish and distribute a student grammar and style guide
- Train and organize a school writing team consisting of volunteer faculty to model progressive writing instruction and to use state-approved rubrics to evaluate student writing samples
- Develop, administer and interpret data from a school-wide interdisciplinary writing initiative
- Assist school administration, faculty and other areas, as needed
- Perform other duties as assigned by the supervisor, principal and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to principal and/or designee

**Evaluation:**

Annual evaluation done by the principal and/or designee

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Instructional

**Job Code:**

Elementary - 51026      Middle - 51027      High - 51028

Board Approved: 01/20/09

Revised: 05/17/11