

\*\*\*PLEASE POST\*\*\* July 29, 2022

**VACANCY**  
**2022-2023 School Year**  
**School City of East Chicago**

**POSITION:** 4-6 Instructional Coach

**SCHOOL(S):** Elementary Building (assigned by Director of Elementary Curriculum, Instruction, and Assessment)

**START DATE:** 2022-2023 School Year

**Main Functions:**

The District Instructional Coach is a critical lever in improving student achievement. It is the role of the Coach to build teacher capacity and enhance understanding of instructional practices outlined in the district and school improvement plans. The Instructional Coach is a learner who models continuous improvement, lifelong learning and goes above and beyond to ensure student success. All Instructional Coaches work collaboratively as a team with other coaches and the teachers with whom they work. Instructional Coaches are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. The Instructional Coach will demonstrate and model a passion for urban education and display leadership. **The Instructional coach's role is not supervisory and DOES NOT include evaluation of colleagues.**

**Reports to:** Director of Elementary Curriculum, Instruction, and Assessment

**Minimum Qualifications:**

- Bachelor's degree, Master's degree preferred
- Certified in any specific teaching area: Reading, English Language Arts, and Math.
- Five or more years with **intermediate (4-6)** classroom experience teaching reading and math core subjects.
- Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners
- Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
- Proven ability in using student-level data to guide instructional decisions.
- Demonstrated teacher leadership
- Strong interpersonal skills
- Models continual improvement, demonstrates lifelong learning, and applies new learning to help all students achieve.
- Demonstrates evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.

- Proficient knowledge and experience with instructional software and most hardware devices currently used in SCEC, including software and most hardware devices currently used in SCEC, including but not limited to: *School Pace, Canvas, Skyward, Aleks, Reveal, Benchmark, HMH, NWEA, Savvas Easy Bridge, G Suite, Kami, Nearpod, Newline Boards, iPads, Chromebooks, Elmos, and any other instructional/state assessment needs identified in the building.*

### **Job Description:**

- Model lessons in classrooms on a daily/weekly basis.
- Co Teaching as needed to support student success.
- Support the instructional development of all teachers in understanding the district curriculum and varied assessments, best practices, and data analysis.
- Build strong relationships with teachers.
- Provide direction and coordination for how the curriculum is taught consistent with District initiatives and recognized best instructional practices.
- Provide technical support to collaborative teams within and between buildings.
- Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning including new resources.
- Support teachers in using data to improve instruction on all levels. Be familiar with district endorsed interventions, and be able to extract student data to make informed instructional decisions
- Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students. Prepare and organize materials to support teaching
- Support teachers by helping with instructional delivery by sharing multiple instructional strategies/processes with teachers during planning times. Use instructional strategies and techniques for facilitating the integration of individuals with instructional needs into various settings
- Informally observe (non-evaluate) lessons and provide feedback for a teacher's professional growth and students' success.
- Develop staff member's knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs. Provide staff training as needed
- Develop coaching plans with teachers to ensure student improvement.
- Contribute to the development of systems and structures to improve teacher practice within schools.
- Provide job-embedded informal professional learning beyond the coaching responsibility.
- Submit a weekly coaching log and any pertinent data requests/coaching documentation.
- Demonstrate exemplary classroom literacy practice and possess a deep understanding of literacy theory
- Assist in the review and evaluation of student work
- Assist in the potential identification of students with learning difficulties

- Carry out assessment activities to collect and document objective information about students' strengths and needs
- Assist with the orientation of new team members
- Any and all other duties assigned and/or approved by the Director of Elementary Curriculum, Instruction, and Assessment.

### **Terms of Employment**

- Coach will remain a member of the Collective Bargaining Agreement.
- Salary in accordance with the teacher's contract.

### **Intended Outcomes and Success Measures**

- Improve student and teacher performance in targeted areas as identified.
- Increase in professional learning opportunities and participation.
- Teachers will become more reflective practitioners; supported as they utilize data to make decisions about instruction and planning.

### **POSTING DEADLINE: Opened Until Filled**

### **Please submit a letter of interest and credentials to:**

Human Resources Coordinator/Kimberly Morris  
School City of East Chicago  
1401 East 144<sup>th</sup> Street  
East Chicago, IN 46312  
[HumanResources@ecps.org](mailto:HumanResources@ecps.org)

Look for postings [on-line@www.scec.k12.in.us](http://www.scec.k12.in.us) Links/Human Resources/Job Opportunities

**Learning for All..... Whatever It Takes!**