

**SCHOOL CITY OF EAST CHICAGO
2022-2023 School Year**

Position Title: Instructional Coach High School

Reports to: Director of Secondary

Job Summary

The Building Level Instructional Coach is a member of the school faculty. It is the responsibility of the Coach to work with the principal, the data/PD coach, and the Professional Learning Community teams to improve the instructional achievement of all students in the school, including the delivery of professional development, modeling and observing classroom instruction, and providing feedback to teachers. The position entails proven excellence as a classroom teacher and exemplary skills in implementing and assessing instructional strategies to improve academic literacy, overall achievement in core content areas, problem solving skills and use of modern technology. Use of instructional research and strategies with Professional Learning Community Teams and the ability to coach them in their successful implementation is required.

The Instructional Coach will work with paraprofessionals, teachers, administrators, and outside consultants in addressing student literacy issues and needs. The Coach must demonstrate strong collaborative skills and be willing to work as part of an instructional team to support student/classroom learning and activities that support student success. They must possess people skills in a service-oriented education environment, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of student educational and database software. Must have excellent attention to detail and follow through to meet student and classroom responsibilities.

Required Qualifications:

- Bachelor's degree, Master's degree preferred with advanced graduate courses that include an emphasis in reading, writing and or language learning
- Three or more years of recent classroom experience teaching reading
- Reading intervention training preferred

Duties and Responsibilities/Job Description:

- Demonstrate exemplary classroom literacy practice and possess a deep understanding of literacy theory
- Be familiar with district endorsed interventions, and be able to extract student data to make informed instructional decisions
- Use instructional strategies and techniques for facilitating the integration of individuals with instructional needs into various settings
- Prepare and organize materials to support teaching
- 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

- Act as a team lead between classroom teachers and the PLC Team leaders to update each instructional team member on the status of the student ILP.
- Communicate regularly with teachers, students, and other staff members on student progress
- Be a resource to teachers as they strive to integrate instructionally challenged students into their classroom activities
- Model appropriate interventions and train paraprofessionals to implement ILP's
- Provide staff training as needed
- In conjunction with the building level Data/PD Coach, maintain data collection for students as stated in the students ILP, and collect and document objective information about the students' strengths and needs using any technology employed by the district
- Advocate for the PLC teams
- Ensure effective communication within the team with the school administration, staff, and parents
- Facilitate PLC team meetings with an agenda and minutes, and provide those to school administration
- Work with building management to plan and conduct team/administration meetings
- Coordinate teams' preparation of reports and records including, but not limited to academic progress and parent contacts
- Work with PLC teams to establish norms, goals, and success indicators to be addressed by PLC teams and administration
- Help implement team programs
- Assist with the orientation of new team members

Terms of Employment

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

SALARY:

- Commensurate by Experience and Education
- Competitive package provided

START DATE: 2022-2023 School Year/ Upon Board Approval

APPLICATION DEADLINE: OPENED until filled.

Please submit a letter of interest and credentials/resume to:

Marlon Mitchell, Ph.D.
 Director of Human Resources
 School City of East Chicago
 1401 E. 144th Street
 East Chicago, IN 46312
mmitchell@ecps.org
HumanResources@ecps.org

Apply [on-line@:https://rds.ecps.org/rdsonlineapp/](https://rds.ecps.org/rdsonlineapp/) {applies to out of district applicants}

Look for postings on-line @ www.scec.k12.in.us Links/JOB OPENINGS