

# Smith County Board of Education

## Job Description

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### ELA Instructional Coach

#### Job Description:

Assists in the implementation of an effective reading/language arts program by serving as an ELA Coach for PK-12 teachers. The role of Instructional Coach is a support position. The role of the Instructional Coach does not include the evaluation of teachers. Successful candidates will be assigned to schools from a centrally developed district list.

#### Duties:

- Under the direction of the Federal Programs and Instructional Supervisors and the school principal, provide support and assistance to all classroom teachers in the implementation of the District's reading/language arts programs
- Conduct demonstration lessons and assist with curriculum and pacing of programs to ensure that adopted reading materials are used as designed
- Conduct focused observations and provide "next step" support to all teachers (not evaluation)
- Assist classroom teachers in diagnosing reading difficulties and planning appropriate intervention and accommodation strategies for all students including English language learners, standard English language learners, students enrolled in Special Education programs and all students with diverse learning needs
- Provide formal and informal feedback and professional development for teachers on instructional strategies and classroom practices aligned to research and standards-based instruction
- Make informal classroom observations offering insights for the enhancement of teaching-learning situations. Feedback provided directly to the teacher will be for the purpose of instructional support and improvement (not evaluations)
- Meet regularly with site administrators, teacher and coach coordinator to articulate goals
- Provide internet links related to instruction and curriculum
- Plan, facilitate, and attend grade level meetings/study groups to assist teachers in maintaining pacing of instruction and utilizing data to determine next instructional strategies for improving student achievement in reading/language arts
- Prepare forms, records, and reports for the purpose of monitoring implementation (e.g. pacing report, summary of assessment data)
- Attend local district coach meetings
- Collaborate with teachers to identify the instructional needs of students, to set learning goals and targets, and to problem solve with teachers to develop best practices for continuous academic growth of students
- Provide professional development to teachers
- Serve as a resource to identify instructional strategies and maximize resources to support literacy

- Help to improve district reading test results
- Perform other duties related to the district reading initiative as assigned
- Provide support in analyzing student assessment data
- Provide assistance in researching instructional and/or curriculum issues
- Manage time and schedule flexibility that maximizes teacher schedules and learning
- Attend workshops/conferences to learn about new innovative instructional strategies
- Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments

**Required Qualifications:**

- Meet standard performance ratings on teacher evaluations
- Valid Teaching License and Highly Qualified in English
- Minimum of five years classroom teaching experience
- Experience in collaborative planning and delivery of differentiated staff development to classroom practitioners
- Literacy training
- Ability to travel to other sites/locations

**Desirable Qualifications:**

- Knowledge of differentiated classroom instructional practices that promote student academic success
- Knowledge and understanding of the needs of a diverse student population
- Strong oral and written communication skills
- Knowledge of Common Core Standards
- Knowledge of RTI<sup>2</sup>

**Assignment:**

- 10 month teacher schedule

**Possible Tasks:**

- Common reading list for each grade
- Scope and Sequence for ELA
- ELA District Common Benchmark Testing