

Position: Teacher on Special Assignment:
Instructional Coach / English Learner Specialist Grades K-5
Department: Educational Services
Reports To: Superintendent

SUMMARY

Plans and implements professional development in comprehensive language development and literacy strategies and provides follow-up coaching. Participates in on-going in-service training. Coordinates CELDT and reclassification of English Learners. Assists with administration of computer-based assessments. Communicates on a regular basis with Director of Curriculum & Categorical Programs, mentor teachers, and principals.

NATURE AND SCOPE

Keen awareness of comprehensive literacy strategies and professional coaching techniques. Excellent communication skills with staff, parents, and students. Experience working with multi-cultural, multi-lingual, multi-economic level populations. Bilingual (English/Spanish) preferred.

DISTINGUISHING CHARACTERISTICS

This person must be highly organized, have excellent interpersonal skills, and be committed to excellence in the overall school program, and the literacy program in particular. Sufficient, successful previous working experience in an elementary school is required to carry out the responsibilities.

RESPONSIBILITIES:

Coordinate English Learner Services at the elementary sites

- Coordinate initial and annual CELDT testing
- Coordinate reclassification process from start to finish

Participate/assist with DELAC

Serve on the Elementary Curriculum Committee

Plan and facilitate professional development at the elementary sites

- Plan and facilitate full days in August & January, Tuesday afternoons, and Friday “mini-trainings” on Illuminate & other tech
- Organize and facilitate lesson study and writing calibration
- Support teachers with new learning in the classroom and after school

Attend in-service training

Communicate with staff

Assist with computer-based assessments

Other duties as assigned

QUALIFICATIONS:

Knowledge, Skills and Abilities: Effective communication skills, both oral and written, with parents and staff. Ability to work cooperatively with others. Excellent organizational skills, including use of computer technology. Ability to analyze student performance and survey data. Willingness to attend conferences, workshops, and other activities related to the literacy programs and English language development. Knowledge of state and district assessments with link to instructional planning for improved student achievement. Ability to train, model, and coach instructional staff on best literacy teaching strategies aligned with Common Core standards. Knowledge and experience working with English language learners, including SDAIE and ELD instruction.

Physical Abilities: Vision sufficient to read printed materials; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient to perform the duties of the position. Should be able to lift 50 pounds (Consideration may be given to reasonable accommodation for above.)

Education and/or Experience: Bachelor of Arts. Strong elementary teaching experience desired with awareness of comprehensive literacy strategies and collegial coaching.

Licenses or Certificates: Multiple Subject Teaching Credential with CLAD emphasis (BCLAD preferred).