

REGINA ARMSTRONG Superintendent of Schools ADMINISTRATION OFFICE

May 13, 2024

RODNEY GILMORE, Ed. D. Associate Superintendent for Human Resources HUMAN RESOURCES DEPARTMENT

JOB POSTING # 41

2024-2025 SCHOOL YEAR VACANCY Department of Bilingual Education & World Languages

POSITION: INSTRUCTIONAL SUPPORT AND OPERATIONAL MONITOR

LOCATION: Districtwide (location of position is Marshall School)

QUALIFICATIONS:

• Valid New York State TESOL Certification

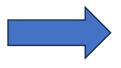
KEY RESPONSIBILITIES: The position focuses on empowering educators with the knowledge and skills to create impactful learning experiences for their English Language Learners (ELLs). **Focus Areas:**

• Effective Utilization of Approved Tools:

- Guide teachers in understanding and leveraging approved instructional tools and resources (LexiaEnglish, Freckle, Lalilo, Nearpod, myON, Renaissance) to enhance Tier 1 instruction.
- Facilitate workshops and provide resources to help teachers integrate these tools seamlessly into their lesson plans.
- Best Practices for Supporting ELLs:
 - Collaborate with teachers to identify and implement research-based best practices specifically designed to support the unique needs of ELL students.
 - Share and discuss effective strategies for fostering language acquisition, building background knowledge, and promoting academic success.
- Data-Driven Instruction:
 - Equip teachers with the skills to analyze data from assessments like Renaissance and Lexia to gain valuable insights into student progress.
 - Support teachers in using data to inform instruction, personalize learning experiences, and identify areas for improvement.

Coaching Strategies:

• **Classroom Walkthroughs and Feedback:** Conduct regular classroom walkthroughs to provide targeted feedback on teachers' use of approved tools, best practices, and data-driven instruction.



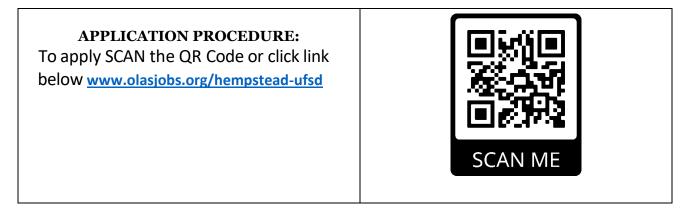
- **Professional Development:** Organize and lead professional development sessions, workshops, and webinars on relevant topics like vocabulary instruction, differentiation in small groups, and culturally responsive teaching.
- **Collaboration and Support**: Foster a collaborative environment through individual coaching sessions, team meetings, and online communities. Offer ongoing support and guidance to teachers as they implement new strategies and resources.

Communication and Assessment:

- Maintain regular communication with teachers through email, phone calls, and in-person meetings.
- Conduct surveys and gather feedback to evaluate the effectiveness of the coaching program and ensure it meets teachers' needs.

COMPENSATION: Service Assignment I; Selected applicants will be required to submit a monthly log to reflect 10-20 hours worked monthly, identifying activities performed beyond the regular workday. Source of funding – Title III

CLOSING DATE: May 20, 2024



Rodney Gilmore Ed. D.

Associate Superintendent for Human Resources

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