

MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT NO. 223
JOB DESCRIPTION
~~K-5 ELA INSTRUCTIONAL COACH~~

Position Title: K-5 ELA Instructional Coach
Reports to: Superintendent ~~MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT NO. 223~~

Mission Statement of District:

To instruct and assist students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

Qualifications:

1. Valid and properly registered Professional Educator License, issued by the Illinois State Educator Preparation and Licensure Board, with appropriate endorsement(s) for specific teaching assignment
2. Minimum of five years of successful teaching experience.
3. Demonstrated knowledge of Illinois content standards.
4. Experience in researched-based instructional practices.
- 4.5. Desire to continue career improvement.
- 2.6. Evidence of physical fitness and freedom from communicable disease
7. Successful completion of criminal background check
- 3.8. PREFERRED: Previous coaching or teacher leadership experience

Required Knowledge, Skills, and Abilities:

- Possess effective oral and written communication skills
- Able to comprehend and follow written and verbal instructions
- Physically and emotionally able to perform job responsibilities
- Skilled in the use of office computer equipment, related software applications, and other standard office machines
- Able to gather data, compile information, prepare reports and use to improve performance
- Able to make procedural decisions and judgments
- Able to work effectively with a wide range of constituencies in a diverse community
- Able to attend to detail
- Able to perform multiple concurrent tasks
- Able to set goals and establish methods for achieving goals
- Knowledge in content area and accompanying pedagogy
- Knowledge of resources available to best support personal and student growth

Responsibilities and Duties:

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- Implement the District’s philosophy of education and instructional goals and objectives as defined in the mission, vision, values, school improvement plan and district strategic plan.
- Provide guidance, training, coaching, and on-going support for teachers with the goal of expanding proficiency, creating classroom instructional excellence and improving the overall performance of elementary-level students.
- Participate actively in a Professional Learning Community with colleagues by:
 - Attending staff meetings and in-service meetings as required.
 - Creating, sharing, and analyzing data with team or departmental colleagues.
 - Actively engaging in district, building, and team-level committees and participating in district/building initiatives.
 - Participating in curriculum development programs and in the selection of materials and equipment to support instruction.
- Provide technical support to grade level teams as they continue to develop curriculum and assessments to best answer the 4 questions of the Professional Learning Community model and to support PERA mandates.
- Research and provide content knowledge and resources to staff about learning and teaching.
- Provide one-on-one feedback to staff through frequent classroom visits with a focus on instructional strategies, assessment, data analysis, best practices, modeling and demonstration of lessons.
- Provide coaching sessions to staff based on observational data collected during classroom visits.
- Assist staff in creating a stimulating, attractive, organized, functional, healthy, effective and safe classroom, with attention to the visual, acoustic, and thermal environments; including functional and attractive displays, bulletin boards and interest centers.
- Establish effective and professional rapport with students and parents that earns their respect.
- Motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for learning in accordance with each student’s ability.
- Report suspected child abuse/neglect cases as required by statute and board policy and notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Work cooperatively with other school personnel in the identification, diagnosis, referral and remediation of individual students with specialized needs, assessing and helping students solve health, attitude, and learning problems.
- Meet, as required, with students, parents, administrators, and/or consultants.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.

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- Use effective presentation skills, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- ~~Discipline students in a fair and consistent manner, using school approved procedures.~~
- ~~Use technology, information, and other tools.~~
- Use critical thinking, decision-making, and problem solving skills.
- Demonstrate self- management and coordination skills and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school-approved procedures.
- ~~Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data. Discuss observational data with staff members in one-on-one meetings to assist staff in planning and adjusting students' learning experiences accordingly.~~
- Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students both in/out of class and/or building activities.
- ~~Actively engage in district, building, and team level committees and participate in district/building initiatives.~~
- Assist with extra-curricular activities, supporting the total program of the school. Instruct, advise, coach, and supervise extra-curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
- ~~Attend student events to demonstrate genuine interest in the life of the students.~~
- Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
- Maintain accurate records and complete records and reports in a timely fashion as required by law and regulation or building/department or requested by the Principal or designee. ~~Maintain accurate attendance records. Account for all funds collected from students.~~
- Work cooperatively with other adults (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of

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professional journals, participation in professional development, and involvement in professional organizations.

- Complete the required professional learning to keep licensure current.
- ~~Participate cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with guidelines.~~
- Protect confidentiality of records and information gained as part of exercising professional duties in accordance with the law and Board policies.
- Be knowledgeable of and adhere to contractual obligations and the law and regulations, including but not limited to, the Illinois School Code, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures.
- Support the District's efforts to align K-5 ELA curricula
- Plan and implement sequential learning experiences, based on the use of data, for students in ELA, using a variety of instructional strategies.
- Perform other duties as assigned.

Physical Demands and Work Environment:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to manipulate, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Other physical demands of the positions include: regular bending, squatting, kneeling, twisting/turning/balancing, reaching above shoulder/outward, and typing/keyboarding.

In the work environment, the employee is regularly exposed to video display and regularly works in typical interior/office environmental conditions. The employee works as designated through a collective bargaining agreement. The noise level in the work environment is usually moderate.

Term of Employment: _____ *As designated through collective bargaining agreement + 10 plus Ten _____ additional days*

FLSA Status: _____ *Exempt*

Evaluation: _____ *As designated through collective bargaining agreement and Teacher Evaluation Plan*

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The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Job functions are subject to modification.

Non-Discrimination Statement:

Meridian Community Unit School District No. 223 is an equal opportunity employer. The District does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

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