



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Instructional Coach/Literacy Consultant
Reports To: Assistant Superintendent for Instruction
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 05/2007
Last Revised Date: 03/2016

Summary:

The literacy consultant uses their high-level of expertise to develop instructional content for professional development in the areas of literacy, best practices in the big ideas of literacy, assessments, interventions, and/or other areas that are requested by districts. The consultant must be well versed in K-5 literacy as well as have the ability to extend to higher grade levels.

As an instructional coach, an individual must possess the ability to transfer their expertise in literacy best-practices to real-world classroom implementation through demonstration and co-teaching. The instructional coach must be able to increase the instructional capacity of educators through data analysis, both summative and formative, in order to enhance instructional practices that impact student achievement.

Essential Duties and Responsibilities:

Literacy Consultant

- Facilitates and develops regional, county, district, and building professional development sessions working with teachers and staff in teams or individually to increase and refine their knowledge and skills on various literacy topics
- Ability to present deep understanding of the critical elements of literacy in order to support the development of content that is aligned with best-practices
- Ability to conduct and implement a district and/or building instructional audit using data-based assessments to develop instructional recommendations
- District and building consultation on a regular basis to support implementation of a Multi-Tiered System of Support for literacy instruction

Instructional Coaching

- Must possess deep content knowledge with the ability to bring research into classrooms for application
- Ability and experience using an instructional coaching process with other teachers, leadership teams and administration

Instructional Coaching (cont.)

- Must remain knowledgeable about current and past research in content areas and other pedagogies relevant to the coaching role
- Must develop deep content and pedagogical knowledge in evidence-based intervention use
- Ability to identify school, teaching and learning needs, instructional barriers and weaknesses through the analysis of student data with the intent of establishing and implementing problem-solving actions teachers, leadership teams, and administration.
- Ability to manage multiple projects effectively on a consistent basis
- Ability to manage time and schedules flexibly in a way that maximizes teacher learning
- Ability to work with teams to develop goals for improving student achievement
- Demonstrated teacher leadership skills
- Builds and maintains confidential relationships with teachers and administration
- Monitors instructional effectiveness and student progress using tools and strategies gained through professional development
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Roles of the Instructional Coach

Classroom Supporter: Increase the quality and effectiveness of classroom instruction. Assist with planning lessons with teachers, observe classroom instruction and student response to instruction, model lessons, co-teach, and engage in data-based debriefs with teachers which include the analysis of student work. Provide instructional recommendations through feedback. Develop coaching plans and schedule follow-up sessions to support actualization of instructional recommendations.

Instructional Specialist: Align curriculum with the instructional shifts of The Common Core State standards as needed. Align instruction with curriculum to meet the needs of all students. Assist teachers to use formative assessment data to guide instructional planning, recommend instructional strategies appropriate for learner needs, and differentiate instruction.

Learning Facilitator: Design collaborative, job-embedded, standards-based professional learning. Plan, deliver, follow up, and assess professional development at the school, both grade and content specific levels. Develop teachers' content knowledge and expertise with the workshop model. Assess teachers to determine instructional needs in assigned areas.

Data Coach: Ensure that student achievement data drives instructional decisions at the classroom and school level. Assist the principal/leadership team to disaggregate student performance data (formative and summative) and assess instructional needs of individual students and school training needs. Guide data discussions with teachers and facilitate the examination of student work. Plan with teachers for focused instruction based on data.

Learner: Model continuous learning, to keep current, and to be a thought-leader in the school. Participate in personal professional development including Coaching 101, book studies, and action research.

Education and/or Experience:

- Master's Degree in Education or related field
- Valid Michigan teaching certificate
- Minimum of 7 years successful teaching experience
- Minimum of 1 year instructional coaching experience
- Demonstrated success in the use of data to monitor instructional practices and learning
- Demonstrated success as a flexible, collaborative team player skillful in handling difficult conversations regarding assessment data to inform instructional practices with other stakeholders
- Demonstrated success in providing differentiated instruction
- Demonstrated success working with, developing and implementing multi-tiered intervention strategies
- Deep understanding of the Common Core State Standards, the Instructional Shifts of the Common Core, and text complexity lexile bands
- Strong understanding of Explicit Instruction and the Foundational Reading Skills
- Demonstrated experience with technology and its successful integration into teaching

Other Skill & Abilities:

- Outstanding presentation and facilitation skills
- Communicate effectively through speaking, listening, and writing
- Work in a team-oriented fashion as well as independently
- Ability to keep administrator abreast of department activity
- Ability to efficiently use computer and applicable software
- Use problem solving skills and sound judgment in the dispatch of duties
- Ability to read, analyze and interpret data
- Write reports, correspondence clearly and concisely
- Maintain confidentiality
- Display willingness to support and make decisions with sound judgment in timely manner
- Adapt to frequent changes in the work environment
- Use equipment and materials properly
- Practice safe work habits
- Facilitate groups in the use of data for decision making
- Deep understanding of best practices and research in content is required

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The employee is expected to drive between Kalamazoo RESA buildings, local districts and to workshops, trainings and conferences.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.