

Job Description

Job Title: Instructional Coach, ESL Elementary
Position Code:
Job Classification: Exempt

Supervisor: Instructional Supervisor, ESL
Pay Grade: Lead Teacher Pay Scale
Contract Length: 202 Days

Job Summary

Position is responsible for supporting the professional growth and development of brand new, new to ESL, and new to NNPS teachers to facilitate learning and independent application of effective instructional practices. Position works with the ESL Instructional Supervisor to implement the division's coaching model part-time across middle and high school sites. Position provides job-embedded support through planning, modeling, co-teaching, conducting classroom visits, analyzing data, and offering collegial and actionable feedback. Position plans and conducts professional development based on assessed division and/or teacher needs. Position works in collaboration with the curriculum department to coordinate professional growth and development of teachers. In addition, this position supports initial screenings and Newcomer placement assessments part-time throughout the year. In this capacity, this person assists teachers with scheduling, assessments, and leading a cluster group throughout the year.

Essential Duties

(Title III funded)

1. Coaches and supports ESL teachers in planning, delivering, and assessing quality language instruction.
2. Assesses the individual and collective needs of new/er ESL teachers.
3. Creates a comprehensive and systematic plan to support the professional growth of teachers.
4. Models effective instructional techniques and strategies that engage learners.
5. Provides differentiated coaching support through co-planning, modeling, co-teaching, and observing to deliver timely and appropriate feedback.
6. Structures coaching work using a gradual release model to ensure independent ownership and attainment of co-developed goals.
7. Works collaboratively to help teachers analyze data and plan targeted and appropriate lessons.
8. Develops individualized plans to support teacher sustainment of goals.
9. Assists with writing exemplary lesson plans to serve as a model.
10. Provides support in the areas of classroom/group motivation and management to help teachers establish orderly learning environments.
11. Plans and conducts high quality professional development activities in response to assessed needs.
12. Supports teachers in the development and implementation of professional growth plans.

(Locally funded)

1. Conducts initial student screenings at school sites as needed throughout the year
2. Supports ACCESS testing and scheduling as needed
3. Assists with placement and additional screenings for Newcomer students
4. Assists with SLIFE interview and identification process
5. Coordinates opportunities for teacher observations across ESL teachers
6. Assists curriculum writing teams in the revision and development of curriculum and assessments
7. Provides additional PLC support as a lead for an elementary ESL cluster team

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Keeps abreast of developments, research, and technology in the areas of instructional best practices in field.
2. Attends staff development programs, teacher coach and lead teacher meetings, and other professional development activities.
3. Performs any other related duties as assigned by the ESL Instructional Supervisor or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree and be eligible for a Virginia teaching license. **Must have completed a minimum of five years of exemplary teaching experience at the elementary level with recent and successful experience in teaching ESL.** Must possess knowledge of effective instructional delivery techniques and research-based best practices with the ability to guide and develop teachers in these areas. Must possess in-depth knowledge of the developmental needs of students. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain professional relationships with school colleagues, administrators, and students.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assigned Staff

Supervision Received: Instructional Supervisor, ESL

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Coach, ESL Elementary, will be required to follow any other instructions and to perform any other related duties as assigned by the Instructional Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

09/2021 CR