



Cicero School District #99

Job Title: District English Learners Instructional Coach

Reports To: *English Learners Director*

Position Summary

The purpose of the District English Learners Instructional Coach is to provide instructional leadership and job-embedded professional development for all ESL Certified staff in implementing the WIDA English Language Development Standards, the district improvement plan, and the district strategic plan. The District English Learners Instructional Coach supports the coaching framework by providing ESL related coaching at the district and building level. The role of the District English Learners Instructional Coach is to ensure teachers deliver effective, research based ESL instruction while providing resources to improve student academic and linguistic achievement.

Qualifications & Requirements

- Professional Educators License with a Bilingual or ESL endorsement
- Extensive experience working with EL students and teachers (prefer minimum of 5 years)
- Strong knowledge of bilingual and ESL pedagogy and materials
- Knowledge of educational and community resources
- Excellent interpersonal, communication, computer, organizational, and creative problem solving skills
- Ability to work independently with minimal supervision

Duties & Responsibilities

Professional Development

- Provides job-embedded professional development to ESL staff and administrators
- Develop Professional Development sessions that support WIDA English Language Development
- Trains bilingual and ESL teachers on district and testing procedures

Curriculum Development

- Supports the development and maintenance of ESL resources as needed
- Supports the evaluation of ESL resources effectiveness by collecting, analyzing and reporting findings from a variety of assessment data and learning walk data
- Supports the development of the ESL program structure, resources, and material and assessment needs

Instructional Coaching Development

- Provide coaching in essential and effective strategies for teaching English Learners and assessment practices to ESL staff
- Identifies needs and makes recommendations for next steps in professional learning

EL Compliance/Testing

- Conducts monthly uploads/downloads and creates pivot tables (school, grade, house team) to verify EL status and accuracy of records and updates student database and State Information System (SIS) records when required
- Supports district wide ACCESS testing
- Analyzes ACCESS data by school and grade
- Supports prekindergarten and kindergarten screenings, including substitute schedules, placement procedures, and ordering assessment materials

General

- Writes/edits the monthly EL department newsletter
- Assists in yearly program evaluation
- Develops strong relationships with administrators, teachers, and other coaches
- Acts as a member of a District Leadership Team
- Attends professional development provided by the district
- Completes professional development necessary to maintain certifications
- Spotlights and advocates ESL related topics for parents, staff, district administrators, and when appropriate, school board members
- Engages in learning walks to gather data on instructional practices across the district
- Uses relevant technology and learning tools for adults and students
- Performs other duties as assigned

Working Environment

The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 30 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% Standing, 30% walking, and 10% standing.

Terms of Employment

Start Date:	2021
Compensation:	Salary and work year according to Master Agreement
Union Affiliation:	Union

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.