



# Cicero School District #99

**Job Title:** *District Instructional Coach Bilingual Specialist*

**Reports To:** Director of English Learners

## **Position Summary**

The purpose of the District Instructional Coach is to provide instructional leadership and job-embedded professional development for all staff in implementing the district curriculum, the district improvement plan, and the district strategic plan. The District Instructional Coach supports the coaching framework by providing content related leadership and instructional coaching expertise as related to the specialty area at the district level and building level. The role of the District Instructional Coach is to ensure that a guaranteed and viable curriculum is available to all teachers and delivered to all students.

## **Qualifications & Requirements**

- Professional Educators License
- Previous experience in a coaching role preferred
- Previous experience in curriculum development preferred
- Three or more years of successful teaching
- Experience in leadership roles in a school, e.g. teacher leader, staff developer, school mentor, or similar role
- Demonstrate exemplary classroom practices, possess a deep understanding of learning theories and content knowledge
- Collaborative skills necessary to work with a variety of colleagues in a variety of learning structures
- Bilingual Endorsement

## **Duties & Responsibilities**

### Professional Development

- Develop and provide professional development in content area for instructional coaches and administrators and to assist in the development of professional development delivered by instructional coaches to teachers in buildings
- Develop Professional Development sessions that support curriculum implementation
- Collaborates with Instructional Coaches to develop professional development that is tailored to specific school needs around classroom management, instruction, content, and formative assessment
- Provides job-embedded professional development through coaching support to teachers and teacher teams as necessary

### Curriculum Development

- Supports the development and maintenance of a guaranteed and viable curriculum for all students
- Supports the development and maintenance of curricular assessments as needed
- Supports the evaluation of curricular program effectiveness by collecting, analyzing and reporting findings from a variety of assessment data and Focused Learning Walk data

### Instructional Coaching Development

- Provide support to Building Instructional Coaches to improve coaching skills
- Provide coaching in classroom management, content delivery, instructional strategies and assessment practices to instructional coaches
- Extends content-specific competencies through professional development and training sessions for Instructional Coaches
- Identifies needs and makes recommendations for next steps in professional learning related to instructional practices and content specific knowledge

### General

- Supports the literacy intervention program by assisting in the facilitation of literacy team PLC meetings, assisting with the placement of students in appropriate interventions, attending MTSS meetings, and providing ongoing coaching and professional development to interventionists
- Develops strong relationships with administrators, teachers, and other coaches
- Acts as a member of a School Improvement Team
- Assists in the development, implementation, evaluation, and refinement of the district coaching framework
- Attends professional development provided by the district
- Completes professional development necessary to maintain certifications
- Spotlights and advocates academic 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
- Completes a weekly coaching log

### **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: August  
Work: 10 months  
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](http://www.cicd99.edu).