



Department: Special Education in Institutional Settings
Title: SEIS Instructional Coach
FLSA Status: Exempt
Reports to: SEIS Professional Development Coordinator
Salary: SEIS Instructional Coach Scale

Purpose: To provide SEIS teachers with job-embedded coaching that improves planning and delivery of instruction, curriculum, and assessment and increases student engagement

Essential Functions:

- Implement multi-day instructional coaching cycles with all teachers
- Facilitate teacher implementation of practice tasks introduced and modeled in release-day professional development sessions and content learning teams
- Document coaching content and delivery using the SEIS Instructional Coaching Interaction (Google) Form
- Suggest structured opportunities for teachers to observe more experienced and skillful colleagues
- Provide and/or coordinate support for SEIS teachers in their role as special educators
- Co-plan and coordinate support for teacher skill development with other coaches, mentors and supervisors
- Provide coaching for SEIS teachers, as appropriate, in the skills and strategies related to *The Standards and Indicators of Effective Teaching*, in a variety of educational settings
- Assist SEIS teachers in the development of professional and cooperative learning communities
- Assist SEIS teachers with the integration of technology into their instructional practices
- Provide support for SEIS teachers in the achievement of their Educator Growth Plan goals
- Participate in monthly coach-coordinator meetings
- Plan and deliver training workshops, webinars, narrated PowerPoints, etc., to support the professional development, curriculum, and technology plans
- Maintain, analyze and report data on all essential functions of the position
- Use data to promote continuous improvement of job performance and program outcomes
- Provide support for host agency staff as directed

Other Duties and Responsibilities:

- Provide weekly coaching schedules in alignment with the schedules of SEIS teachers on their caseload, quarterly spreadsheets of coaching activities, and bi-annual coaching reports to the SEIS Professional Development Coordinator and SEIS Coordinator for the designated host agency.
- Assist teachers in the use of strategies and materials appropriate to a multilingual, multicultural and specialized population
- Recommend and provide approved curriculum resources to program sites as needed
- Develop and maintain a personal Educator Growth Plan leading to continued licensure
- Assist in oversight and administration of statewide testing within the educational setting and ensure the level of security and confidentiality as outlined by the Department of Education
- Participate in summer coach training and planning sessions

- Assume any additional responsibilities as directed by the SEIS Contract Administrator
- Use all SEIS resources according to established policies and procedures
- Assist with annual inventories of all resources

Qualifications:

- Bachelor's Degree from accredited College or University, Masters Degree desirable
- Appropriate Massachusetts special education license for age level and population
- Additional teaching license in a core content area desirable
- Minimum of three years teaching experience with Proficient or Exemplary evaluations
- Working knowledge of co-teaching in an inclusion setting
- Experience with assistive technology tools and strategies and other accommodations
- Demonstrate clear verbal and written communication skills
- Preferred co-teaching experience in a special education setting
- Preferred experience teaching in an alternative, juvenile justice, or specialized setting
- Preferred background in coaching, supervision of teachers
- Valid driver's license and reliable vehicle are required

Working Conditions:

- Extensive travel from a designated home base convenient to programs served
- Must be able to transport and lift boxes of resource materials (up to 40 pounds) when requested
- Will often work in locked settings, with high security for students and staff

Terms of Employment:

- CES/SEIS school calendar; Monday through Friday; 189 days
- Requires an 8 hour work day
- Full benefits package as outlined in CES Personnel Policy