JOB DESCRIPTION

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 continuums with all teachers
• Facilitate teacher implementation of high leverage practices introduced and modeled in release-day professional development sessions and Afternoon Workgroups
• Document coaching content and delivery using the SEIS Instructional Coaching Interaction (Google) Form
• Recommend 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 PowerPoint, 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

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 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
• Assist with annual inventories of all resources
Qualifications:

- Bachelor’s Degree from accredited College or University
- Appropriate Massachusetts special education license for age level and population
- 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
- Knowledge of and commitment to principles and practices of social justice, equity, and inclusion
- Valid driver’s license and reliable vehicle are required

Preferred Qualifications:

- Master’s degree in Education or related field
- Additional teaching license in core content area

Physical Demands:

- Must be able to enter, exit, and move through and between classrooms and program locations throughout the day. At some locations this will mean moving between floors.
- Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
- Maintain situational awareness, including awareness of student activity and communication in a fast-paced secure institutional setting.
- Ability to use traditional and digital instructional technologies.

Working Conditions:

- Work is subject to interruption and redirection, and priorities may change during the course of a day due to programming needs.
- Education is primarily conducted in an indoor classroom setting, with occasional programming outdoors, in a gymnasium, greenhouse, or on field trips.
- Classrooms are in a secure residential setting
- Teachers are required to work both independently and collaboratively.
- Limited evening hours are required for family events, and cross-state travel may be required occasionally.
- Reassignment to different sites or programs within two school calendar days in the event that staffing needs change

Terms of Employment:

- 185/186 days, Monday through Friday – CES/DYS School calendar.
- 8 hours per day with benefits according to CES Personnel Policies with limited evening hours
- Coaches are part of a bargaining unit represented by SEIU 509.
- Position is eligible for state retirement benefits, employer subsidized health, dental, life, and LTD insurances, as well as other paid time off benefits described in the CES employee handbook.