



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis in the State of Indiana, Marion County. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to develop lifelong learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multicultural environment.

Job Title: Elementary Lead Instructional Coach

Work Days: 195 Day Contract

Educational requirements: Master's degree preferred

Licensure: Indiana State Teaching license for assigned grade levels and/or subjects

Qualifications

- A minimum of five (5) years of effective classroom teaching experience, elementary preferred
- Demonstrates leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback
- Possesses strong pedagogical knowledge and experience with instruction and assessment
- Shows a proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners
- Exhibits a proven ability in using student-level data to guide instructional decisions with the ability to teach others to do the same
- Significant understanding of elementary pedagogy including culturally responsive teaching, classroom management, and professional learning communities
- Ability to differentiate instruction for a diverse student population (i.e. ENL, High Ability, special education); co-plan with and model differentiation for teachers; targeted expertise in facilitating small group instruction
- Displays excellent written and oral communication skills and the ability to work positively with others

- Flexible schedule: some training sessions may occur outside of typically contracted hours and days in order to meet teacher schedules
- Strong work ethic, self-directed, and self-motivated

Performance Responsibilities

Instructional Coaching

- Partner with building coaches (and educators as needed) to analyze current reality, set goals, identify, model, and explain teaching strategies to reach goals, and provide support until the goals are met
- Establish interactions to build trusting relationships with teachers, buildings, and system leaders
- Dedicate at least 60% of work time partnering with building coaches in student-focused coaching cycles
- Share exceptional levels of instructional expertise with building coaches and teachers as appropriate, but do so dialogically as a partner, not as an evaluator
- Model ongoing curiosity and inquiry into educational trends and share instructional strategies, processes, and research through rich, collegial conversations about instruction and assessment
- Maintain confidentiality in all matters and remains responsive to the limitations of teachers' classrooms

Curriculum & Assessment

- Take an active role in program evaluation, material adoption, and implementation
- Base instructional guidance on Indiana Academic Standards and district curriculum maps/pacing guides to analyze student strengths and target areas for improvement
- Provide direction and coordination for how the curriculum is taught consistent with district strategic plan, school improvement plan, vertical articulation, and recognized high-yield instructional practices
- Support the implementation of inclusionary practices in general education classrooms
- Establish a risk and blame-free environment for all stakeholders to engage in conversations around data
- Build the capacity of building coaches and classroom teachers to build quality assessments and the utilization of that data to drive differentiated instruction

Professional Development

- Curate appropriate professional development opportunities to grow capacity of instructional coaches in all areas (i.e., SEL, ENL, inclusionary practices, high ability, instruction)
- Co-plan and facilitate building and district level job-embedded professional development based on the diverse needs of stakeholders
- Build strong relationships with educators within and beyond MSDWT
- Model ongoing curiosity and inquiry by staying current in relevant research, theory, and

practice and maintain active membership in professional organizations

- Engage in PLCs to assist with data analysis, curriculum alignment, instructional strategies, and assessment design (engagement may be through agendas, coaching meetings, etc.)
- Engage in learning walks and lab classrooms to inform professional development goals for instructional coaching

Leadership

- Communicate with school and system administrators to foster a collaborative culture regarding the coaching role, the coaching approach, and the coaching process
- Collaborate, design, and facilitate elementary new teacher onboarding and support at both district and building levels
- Support evaluators and building level administrators in their understanding and implementation of coaching cycles
- Collaborate with coaches to create, maintain, and update MSDWT's Instructional Playbook
- Co-plan and facilitate instructional coach meetings
- Assist in the observation of classroom teaching and instructional coaching; including providing actionable and effective feedback
- Collaborate with lead middle school and high school coaches on coach development, professional learning, and vertical articulation.

Additional Duties

- Follow board policies and administrative rules and regulations
- Advancement of teaching and learning in MSDWT via social media platforms
- Other related duties as assigned by district administrators as designated by the Superintendent

Physical Requirements

1.Seldom = Less than 25 %	3. Often = 51 to 75%
2.Occasional = 26 to 50 %	4. Very Frequent = 76 % & above
Ability to stand for extended periods of time (3)	
Ability to carry 25 pounds (2)	
Ability to work at a desk, conference table or in meetings of various configurations (4)	
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter (4)	
Ability to hear and understand speech at normal levels (4)	

Ability to communicate so others will be able to clearly understand a normal conversation (4)
Ability to operate office equipment (4)
Ability to reach in all directions (4)
Amount of force to push / pull up to 15 pounds (3), 25-30 pounds (2), and 50 or more (1)
Amount to lift 25–30 pounds (2) and 50 or more pounds (1)
Climbing (1)
Overhead work (2)

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.

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