



Talent Management & Development Department

NOTICE OF VACANCY

JOB ID: 12504

POSITION: NCSD Instructional Coach

LOCATION: District-wide / K-4

SCHEDULE: 1.0 FTE Position

SALARY: Per the NEA Contract

POSTING DATE: August 19, 2025

DEADLINE: September 1, 2025 or Until Filled

JOB DESCRIPTION

The Instructional Coach will work with classroom teachers and administrators to support student learning and the implementation of high-quality instructional practices and curriculum. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding of research-based effective instruction. To meet this purpose, the Instructional Coach will provide personalized support based on the goals and identified needs of individual teachers. This assignment is expected to be no fewer than two school years.

QUALIFICATIONS

Required Education/Certification

- Valid Michigan Teaching Certificate

Preferred Experience

- Demonstrated expertise in a key district focus area: mathematics and/or early literacy
- Coaching adult learners; preferred training in Cognitive Coaching, Adaptive Schools, or other coaching models
- Designing and facilitating large and small group research-based professional development
- Deep understanding of NCSD frameworks including 5D+, Understanding by Design (UbD), Universal Design for Learning (UDL)
- Familiarity and ability to use Schoology to support coaching efforts
- Understanding of community/team development and ability to build positive/trustworthy relationships
- Willingness to acquire skills in new content and instructional methodology
- Commitment to data-driven decision-making and an understanding of assessment for instruction
- Possession of a deep belief in the transformative power of high-quality instruction in relation to learning outputs

RESPONSIBILITIES & DUTIES

- Provide job-embedded professional development for educators
- Support staff members in developing and implementing plans to improve student learning
- Collaborate with teachers to utilize effective instructional approaches
- Meet with other district leaders to align district framework
- Support district faculty in the following:
 - Model/ demonstrate lessons/strategies that reflect research-based best practices within the classroom
 - Assist teachers in planning and teaching lessons within other content disciplines where students continue to develop and use their skills
 - Provide individual and small groups of teachers support through coaching sessions, follow-up, and ongoing feedback
 - Present and facilitate workshops and training that align with district focus and initiatives
 - Work with teachers in response to instructional needs and concerns
 - Provide resources to teachers (i.e. book studies, workshops, network with other consultants, materials, etc.)
 - Other training and duties as assigned by the Teaching and Learning Department

INTERNAL CANDIDATES:

You still need to complete an online internal application through the OHRC website at

<https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>.

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Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Laura Carino, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374.

Rev. 01-28-23

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