

1.0 Instructional Coach – 26/27 SY

- LOCATION:** [Roosevelt-McGrath Elementary School](#)
- REPORTS TO:** Building Administrator
- COMPENSATION:** Range starts at \$55,532 based on [W-WEA Collective Agreement](#)
- BENEFITS:** Medical, Vision & Dental Insurance
Michigan Public School Retirement Plan
Sick Day Buy Back Incentive
- POSTING DATES:** Internal: May 18, 2026 – May 22, 2026 by 3:00 P.M.
External: May 18, 2026 – Until filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

Overview

The Instructional Coach is a master teacher and a communication link between central office support and the school site. The coach assists and supports teachers in effective instruction with an emphasis in the areas of literacy and writing to ensure student success and academic achievement. Instructional coaches promote school improvement by facilitating training, providing professional development and ensuring the implementation of adopted curriculum and school site improvement plan. The goal of the Instructional Coach is to build capacity in the use of effective rigorous instruction by providing ongoing coaching, demonstration teaching, assistance with program monitoring and intervention strategies for classroom teachers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Engage in regular coaching partnerships with classroom teachers.
- Observe, plan, model and co-teach whole group and small group lessons.
- Model intensive literacy instruction to struggling readers in a co-teaching group.
- Provide leadership, support and assistance to classroom teachers in the implementation of research-based best practice in literacy instruction.
- Collaborate actively with the school administrator, classroom teachers and other instructional advisors.

- Plan, deliver and participate in current data-based building processes and related professional development.
- Serve as a building resource and leader in improving student achievement in reading and writing for all students.
- Attend meetings and trainings provided by the school, district, county, and state (as needed).
- Prepare forms, records and reports as needed.
- Assist in analyzing and utilizing assessment data to monitor progress and improve student achievement.
- Perform other related duties including parent meetings which may be designated by the administrator.
- Provide research-based strategies for the implementation of MTSS.
- Model Tier II/III interventions in the classroom.
- Plan, deliver and participate in building processes and professional development before, during and/or after school and on District Professional Development days.
- Member of the school improvement and/or leadership team.
- Member of district level content team.
- Assist in the development, implementation, monitoring and evaluation of the school improvement plan.
- Support the goals, objectives, strategies and programs of the district and school improvement plan.
- Maintain confidentiality of data and information
- Adhere to Michigan and Federal school law, State Board of Education rules and regulations, Wayne-Westland Board of Education policies and regulations and contractual obligations
- Regular and predictable attendance
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Five or more years of successful teaching with a minimum of 3 years as a classroom teacher at the level being served
- Master's (Advanced Degree) in reading and/or other educational area preferred
- Specialized literacy knowledge or training preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Ability to make decisions in a manner consistent with organizational and district goals and objectives
- Ability to establish effective relationships with administration, staff, students, parents and community members
- Possess essential technology skills
- Knowledge and application of best practices of literacy and assessment in both classroom instruction and with co-taught groups of at-risk students
- Ability to engage teachers and build collaborative relationships
- Apply adult learning principles.
- Experience with professional development facilitation
- Effective leadership and collaboration skills.
- Demonstrate exceptional written and oral communication skills
- Patience working with students and adult learners
- The successful candidate will have outstanding written and verbal communication skills

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is frequently required to remain in a stationary position. The employee will frequently be required to move about the inside of the office area and the building. The employee will need to travel to different work locations. This person communicates with other administrators, staff, students, parents and the community and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually quiet to moderate. The employee is frequently required to interact with other administrators, staff, students, parents and the community. At times, this employee may be directly responsible for the safety and well-being of students.

TERMS AND CONDITIONS OF EMPLOYMENT:

Compensation, length of the work day and number of work days is based on the W-WEA collective bargaining agreement.

EVALUATION:

Job performance is evaluated in accordance with District guidelines.

APPLICATION PROCEDURE:

Apply online at www.wwcsd.net or come to the Human Resources Department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.