JOB DESCRIPTION:
LITERACY INSTRUCTIONAL COACH

Organization Background:
ICEF Public Schools is a nonprofit charter school management organization serving communities in the South Los Angeles area. ICEF Public Schools operates high-quality, tuition-free, public charter elementary, middle and high schools. ICEF’s vision is to transform South Los Angeles into a stable, economically vibrant community by providing first-rate educational opportunities. ICEF’s mission is to prepare all students to attend and compete at the top 100 colleges and universities in the nation.

Position Description:
The Literacy Instructional Coach will provide instructional support and coaching to teachers as they work to ensure that each student is able to reach his or her academic potential. The Literacy Instructional Coach’s primary role is to work with teachers to support best practices in using data, provide analysis of school-wide trends in instruction, and make recommendations about potential next steps to address areas of need. As an advisor to teachers and the leadership team, the Literacy Instructional Coach is responsible for four main areas: a) observing instructional delivery and providing feedback to enhance and support the development of each teacher’s content area b) supporting teachers in the design of units and lessons for the development of their year-long curriculum, c) analyzing data in order to modify curriculum and forms of assessment to meet students’ needs, and d) working with the academic staff (grade level chairs, assistant principals, principals) in the school to support sharing of best practices.

The Literacy Instructional Coach must take a hands-on approach to improving instruction and effectiveness by working at various levels (classroom-, school-, system-wide) to directly improve ELA instruction, student learning and foster teacher development. This may include modeling lessons in classrooms, helping teacher groups plan instruction, creating system-wide policies and procedures, and facilitating professional development. The Literacy Instructional Coach is a part-time position for the 2013-2014 academic year.

Reporting:
Reports to the VP of Instruction

Duties and Responsibilities:
- The Literacy Instructional Coach will work closely with the teachers, administrators and the Home Office Instructional Team to strategically create and implement a plan to increase student achievement in ELA.
- S/he will play an integral role in the efforts to horizontally and vertically align ICEF’s literacy curriculum and oversee ELA progress monitoring throughout the schools
- S/he will work collaboratively with the school personnel to advise directors and teachers on developing instructional strategies and intervention programs for struggling students.
- Collaborate with ICEF Home Office Instructional Team to plan and deliver pre-service summer professional development for new and returning staff members aligned to high priority initiatives and outcomes in the area of literacy.
- Support the development of high-quality/effective ELA instruction in all schools, grades K-12; observe and coach developing ELA teachers to improve instructional planning, teaching practice, and the use of data, assessment, and instructional technology.
- Work with ELA cadre leaders and teachers to refine and develop common standards based pacing plans, mid-year, and end of year common assessments for each grade level.
- Work with various teams (administrators, teachers, cadre leaders) to facilitate analysis of data provided by diagnostics, common assessments, and formative assessments. Act as cadre leader in the event there is no qualified applicant. Help teacher teams develop both school-wide and classroom intervention plans.
- Work with CMO and school administrators to develop policies and school structures that facilitate the improvement of ELA instruction and the appropriate interventions and supports for students.
- Support and deliver guidance on literacy using 21st Century learning techniques and the transition to the Common Core Standards.
- Continuously monitor, track and analyze student achievement data in order to identify needed supports and strategies.

Qualifications:
- Bachelor’s Degree (required)
- California Teaching Credential (required)
- Experience working with adult learners, coaching teachers, and delivering professional development.
- A deep understanding of theories of literacy, including the diagnostic teaching of reading and reading intervention.
- An understanding of the California Standards for ELA, the Common Core Standards, and current trends and best practices in curriculum design and instruction.
- At least 3 years of ELA teaching experience in an urban school setting, serving low income and minority students.
- Experience coaching, leading and supporting teachers.
- Strong record of helping students achieve academic success, primarily with minority and low-income students.
- Significant experience with ELA curriculum development and daily lesson planning.
- Experience in analyzing data and using results to modify curricula.
- Multi-faceted, multi-skilled, resourceful, and willing to do whatever it takes to help our students reach a level of academic excellence.
- Model positive and healthy character traits and habits, such as being organized, consistent and understanding.
- Unquestioned integrity and commitment to the ICEF mission and willingness to serve the ICEF community.
- Reading Specialist certificate or credential a plus.

Benefits:
Medical, dental, vision and 403B in accordance with ICEF policies.

Salary and Performance Evaluations:
Commensurate with Experience.
To Apply:

Please visit the Ed Join website to apply you may also
For additional questions you may Kesia Irvine at kirvine@icefps.org. please provide references and salary requirements

Application Deadline:
Applications will be accepted on a rolling basis until positions are filled.

ICEF is an Equal Opportunity Employer