

PLEASE POST

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## **PERSONNEL VACANCY NOTICE**

### **GARY COMMUNITY SCHOOL CORPORATION**

900 Gerry St  
Gary, IN 46406

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Paige McNulty, Emergency Manager

**POSITION: Instructional Coach**

**SALARY: To Be Determined**

**REPORTS TO: Principal**

### **PURPOSE STATEMENT**

The District Instructional Coach is a critical lever in improving student achievement. It is the role of the Coach to build teacher capacity and enhance understanding of instructional practices outlined in the district and school improvement plans. The Instructional Coach is a learner who models continuous improvement, lifelong learning and goes above and beyond to ensure student success. All Instructional Coaches work collaboratively as a team with other coaches and the teachers with whom they work. Instructional Coaches are responsible for ensuring high quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. The Instructional Coach will demonstrate and model a passion for urban education and display leadership

### **ESSENTIAL FUNCTIONS**

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Model lessons in classrooms on a daily/weekly basis.
- Support the instructional development of all teachers in understanding curriculum and varied assessments, best practices and data analysis.
- Build strong relationships with teachers.
- Provide direction and coordination for how the curriculum is taught consistent with recognized best instructional practices.
- Provide technical support to collaborative teams within and between buildings.
- Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources.
- Support teachers in using data to improve instruction on all levels.

- Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
- Support teachers by helping with instructional delivery by sharing multiple instructional strategies/processes with teachers during planning times.
- Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and students' success.
- Develop staff members' knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs.
- Develop coaching plans with teachers to ensure student improvement.
- Utilize Adult Learning Theory to motivate adult learners to improve professional practice.
- Contribute to the development of systems and structures to improve teacher practice within schools.
- Provide job-embedded informal professional learning beyond the coaching responsibility.
- Submit a weekly coaching log and any pertinent data requests/coaching documentation.

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

The successful candidate is motivated by the mission to transform the Gary Community School Corporation into the nation's highest performing public school system. This position offers the opportunity to have a profound and lasting impact on student learning and achievement. Candidates must possess the following qualifications:

- Bachelor's degree, Master's degree preferred
- Certified in any specific teaching area
- Three or more years of recent classroom experience teaching math
- Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners
- Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
- Proven ability in using student-level data to guide instructional decisions.
- Demonstrated teacher leadership
- Strong interpersonal skills
- Models continual improvement, demonstrates lifelong learning, and applies new learning to help all students achieve.
- Demonstrates evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.

## **PERSONAL QUALITIES OF TOP CANDIDATES**

- **Commitment to Equity:** Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- **Focus on Data-Driven Results:** Relentlessly pursues the improvement of school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- **Adaptability:** Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others.
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed work plans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms, anticipates and responds to customer needs in a high-quality and courteous manner.
- **Intended Outcomes and Success Measures:** Improve student and teacher performance in targeted areas as identified. Increase in professional learning opportunities and participation. Teachers will become more reflective practitioners: supported as they utilize data to make decisions about instruction and planning.

Knowledge of:

- Subject area.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Establish and maintain effective working relationship with all clientele.

## **EDUCATION AND EXPERIENCE**

A Bachelor's degree, Master's degree preferred. Successful teaching experience. Demonstrate effective verbal and written communication skills.

- Valid teaching license or is eligible for licensure.
- At least 3 years of successful teaching experience.

### **CERTIFICATION**

Possession of Indiana teaching license.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Testing**

- Drug Test
- Background Clearance

### **Terms of Employment**

- Coach will remain a member of the Collective Bargaining Agreement.
- Salary in accordance with teacher's contract.

### **METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:**

Gary Community School Corporation  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
Click on "Employment & Staff"

900 Gerry Street  
Gary, IN 46406

**EQUAL OPPORTUNITY EMPLOYER**