

Hudson Public Schools

JOB DESCRIPTION

TITLE: ELE Instructional Coach (District-wide)

REPORTS TO: Assistant Superintendent

ACCOUNTABILITY OBJECTIVE: The primary goal of the English Learner Education Instructional Coach is to advance the achievement of linguistically diverse learners through job-embedded professional development that enhances teachers' abilities to design and enact linguistically and culturally responsive curriculum, instruction, and assessment. The ELE Instructional Coach also supports the overall mission, vision, and values as a collaborative member of the English Learner Education Department.

PERFORMANCE RESPONSIBILITIES:

1. Provide job-embedded professional development to enhance teachers' abilities to design and enact linguistically and culturally responsive curriculum, instruction, and assessment.
2. Assist teachers in expanding their capacity to design relevant and rigorous units and lessons that enable linguistically diverse students to advance language skills along with content knowledge.
3. Coach teachers to refine instructional practices to maximize achievement of linguistically diverse learners.
4. Collaborate with teachers to design linguistically and culturally responsive assessments, analyze student assessment data, reflect on practice, and determine next steps for instruction.
5. Design and deliver professional development to advance educators' abilities to meet the learning needs of ELs.
6. Reflect on the efficacy of coaching and professional development using quantitative and qualitative data and make adjustments to improve outcomes.
7. Collaborate with department, school, and district colleagues to analyze student, school, and district data on the achievement of linguistically diverse learners and to make programmatic improvements based on the data.
8. Support the compliance of district, state, and federal guidelines regarding the education of ELs.
9. Contribute to the EL identification process by evaluating home language surveys, administering language assessments, and communicating results to families as well as school and district personnel.
10. Maintain current professional knowledge regarding the education of ELs through reading professional publications, attending professional conferences, and/or participating in other professional learning activities as approved by building administrators, the Director of English Learner Education and/or the Assistant Superintendent.
11. Maintain confidentiality regarding personal, work, and school related information for all students and staff of the district.

QUALIFICATIONS:

1. Valid Massachusetts Department of Elementary and Secondary Education Educator Licensure in English as a Second Language.
2. Master's Degree, preferably in TESOL, Applied Linguistics, or related field.
3. Evidence of at least three years of successful ESL teaching experience.
4. Experience in providing professional development for teachers.

5. Strong knowledge base of current research about curriculum, instruction, and assessment of ELs and the ability to apply this knowledge in daily practice.
6. Knowledge of the Massachusetts Curriculum Frameworks and WIDA Standards and demonstrated ability to apply this knowledge in daily practice.
7. Demonstrated ability to adapt in response to school, district, state, and federal changes regarding the education of ELs.
8. Effective technology skills.
9. Strong organizational skills and strong written and verbal communication skills.
10. Excellent presentation and facilitation skills.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Superintendent of Schools in conjunction with the HEA/HSC Collective Bargaining Agreement.

EVALUATION: Performance of this job will be evaluated by the appropriate administrator in accordance with HEA/HSC Collective Bargaining Agreement and DESE regulations, 603CMR35.00.