



YOUNGSTOWN

COMMUNITY SCHOOL

YOUNGSTOWN COMMUNITY SCHOOL

50 Essex St. Youngstown, OH 44502 | Phone: (330) 746-2240 Fax: (330) 746-6618

Instructional Coach

Start date: August 2023

Terms of Contract: 197 days

Interested applicants can send a resume and cover letter to

Mr. Mike Majzun; K-8 Academic Director:

YOUNGSTOWN COMMUNITY SCHOOL

50 Essex St. Youngstown, OH 44502

m.majzun@ycs.k12.oh.us

Phone: (330) 746-2240 Fax: (330) 746-6618

Salary: Based on credentials and experience

Required Experience:

- Bachelor's Degree in Education
- 3-5 years classroom teaching experience
- Valid state teaching license
- Ability to successfully work with adult learners
- Successful demonstration of growth in student learning
- Work and contribute to a team
- Proficient in Microsoft Office, Google platform, Zoom and other remote learning modalities/ software programs
- Exemplary oral and written communication skills
- Clear BCI/FBI background check

Preferred Experience:

- Successful experience in an urban school
- Master's Degree in Education or related field
- School transformation experience
- Experience in development, preparation, and presentation of professional development preferred
- Successful K-8 leadership experience
- Knowledge of implemented curricula, assessment measures, state high stakes exams, progress monitoring tools, and Ohio's Learning Standards/CCLS
- Proven ability in using student-level data to guide instructional decisions

Primary Purpose:

- To provide systematic and embedded instructional support for students and teachers
- Provide guidance to the administrative team on instructional action steps and school-wide academic improvement
- Enhance the overall framework for instructional strategies and pedagogical practices of teachers across all grade levels

Job Description:

Duties and expectations of the Youngstown Community School Instructional Coach include, but are not limited to the following:

Instructional Coaching:

1. Provide growth opportunities for all teacher and students through explicit instructional coaching
 - 1.1. Provide job-embedded professional development for teachers through modeling/ co-teaching/ planning engaging, standards-based teaching
 - 1.2. Coach teachers on professional growth plans/ improvement plans
 - 1.3. Analyze, interpret and communicate data; use data to guide instructional decisions
 - 1.4. Continually monitor progress on all measures of school performance
 - 1.5. Provide teachers and support staff with MTSS/RTI strategies to be used as a framework for all students
 - 1.5.1. Assist with implementation and data collection
 - 1.6. Ensure that academic interventions are in place and aligned to contracted support services
 - 1.7. Provide strategic instructional direction:
 - 1.7.1. Guide teachers through the curriculum mapping process
 - 1.7.2. Ensure consistencies in all instruction and common practices amongst all classrooms, grade bands and content area teaching

- 1.8. Serve as a content specialist to assist in the development and implementation instructional strategies which align to district goals and curriculum

Curriculum and Data

2. Assist in data collection to make informed decision making to improve academic performance and teacher capacity
 - 2.1. Work with administrative team and teachers to analyze student data, diagnose instructional needs and identify research-based instructional strategies to close achievement gaps
 - 2.2. Manage and distribute instructional resources to teachers and provide training on the use of those resources
 - 2.3. Assist development and implementation of a school-wide strategic plan for academic improvement
 - 2.4. Strong pedagogical knowledge and content expertise and ability to guide instructional decisions based upon student needs
 - 2.5. Participate and contribute grade level and/or building data to TBTs/ BLTs
 - 2.6. Provide guidance and direction in the selection of curriculum, materials, and resources which align with the school-wide strategic plan for academic improvement

Growth and development

3. Provide opportunities for student and teacher growth and development as it is related to academic instructional practice, equitable decisions, and guidance
 - 3.1. Provide high quality curricula training and resources for students, teachers and staff
 - 3.2. Work with teachers to improve their teaching practice through coaching, professional development, modeling, and collaborative planning
 - 3.3. Develop organizational goals and objectives consistent with the vision, mission and values of Youngstown Community School
 - 3.4. Coordinate a school-wide professional development plan:
 - 3.4.1. Develop an annual professional development calendar
 - 3.4.2. Develop professional learning networks and committees within the school
 - 3.4.3. Support administration in the development and coordination of family/ community academic engagement opportunities
 - 3.5. Maintain active involvement in the school's continuous improvement plan through academic progress monitoring and goal setting
 - 3.6. Attend external trainings and summer training sessions as requested by the administrative team;
 - 3.6.1. Utilize a train the trainer model to support school needs

Communication and collaboration skills

4. Provide high quality and meaningful feedback and collaboration with teachers
 - 4.1. Collaborate in a respectful manner that promotes inquiry based discussions and respectful problem solving strategies
 - 4.2. Maintain ongoing contact and communication with ESC supports, After School academic programming coordinator, and other community partnerships related to academics
 - 4.3. Skillfully offer constructive feedback to facilitate change
 - 4.4. Be flexible, open and willing to implement new ideas in the classroom
 - 4.5. Organize and prioritize responsibilities, projects and tasks
 - 4.6. Seek resources and solutions to effectively solve problems
 - 4.7. Assist with the implementation and monitoring of grade level and school-wide initiatives
 - 4.8. Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and students' success
 - 4.9. Submit a weekly coaching log and any pertinent data requests/coaching documentation to the Academic Director outlining goals, actions steps, and short and long term improvement plans

Other:

**All other tasks as requested by the administrative team for the benefit of academic improvement*

Direct accountability and evaluation measures:

- The Instructional Coach directly reports the school Academic Director and Superintendent. The Academic Director and Superintendent will evaluate the Instructional Coach through a formal evaluation system no less than two times per academic year. Written and oral feedback will be provided to the Instructional Coach after each evaluation.

Employment details:

Salary and benefits are based on the school's approved compensation plan and experience. Length of the work year and hours of employment will be established by the School's Governing Board. Occasional local and statewide travel is anticipated; prolonged after school hours and/or irregular hours may occur. Direct connections and meetings with community partners will also be expected.