

## Narragansett School System

Spring 2019

### **TITLE: Instructional Curriculum Coaches (2)**

#### **JOB DESCRIPTION:**

The coaches will be directly under the supervision of the Director of Curriculum in consultation with the principals and assistant principals. He/she will assist the administration in the development, implementation, supervision, and evaluation of curriculum and intervention programs across the district. He/she will implement the policies of the Narragansett School System.

#### **MINIMUM QUALIFICATIONS:**

- Certified Teacher in the State of Rhode Island - 5 or more years of teaching experience required;
- Experience in providing adult learning, professional development, and/or adult coaching;
- Demonstrated understanding of adult learning theory and strategies and ability to apply this understanding to working with staff;
- Experience in designing and implementing district-wide systems to update and implement curricula;
- Knowledgeable and current in state and federal initiatives relating to literacy and mathematics, Science, Technology, and CTE Programming;
- Thorough understanding of adopted state standards and ability to facilitate work focused on using these expectations to guide and improve instruction;
- Experience implementing research-based reading and/or math interventions to students who are below grade level preferred;
- Understanding of intervention programs and structures that can be applied to Response to Intervention and ability to apply this understanding to assist in the design of effective intervention systems;
- Understanding of the use and purpose of the universal screening tool and other district data to examine instructional trends, provide professional development based on data, and have data driven dialogue to improve instruction;
- Willingness to support a vision for training and support for all curriculum areas;
- A life-long learner as demonstrated by active professional development in the areas of coaching, standards-based instruction, differentiation of instruction, literacy, Response to Intervention, adult learning, and federal and state initiatives;
- Effective communication skills;
- Demonstrated organizational skills;
- Understanding of standards-based instructional practices as demonstrated by written and implemented standards-based units;
- Skills in collecting, analyzing, and using data for decision-making;
- Ability to work cooperatively with staff and school and central administration;
- Skills in digital technology applications and their use in curriculum.

#### **DUTIES AND RESPONSIBILITIES:**

- Work with the Director of Curriculum to design a continuous improvement cycle to update the NSS curriculum;
- Co-chair district K-12 vertical articulation teams;
- Provide teachers with professional development; in-class consultation, assistance, feedback, and modeling through a structured and well-scheduled program;
- Work with administrators to schedule coaching for the school and to document change over time. The coach is a part of a district-wide initiative, aligned with the NSS Strategic Plan, to promote change and alignment of instruction across grade levels;
- Work with teachers to use assessments, student work, and other data to analyze current practice, identify areas for improvement, and lead action planning with teachers;
- Give presentations, facilitate meetings, and work in classrooms with teachers and students;
- Demonstrate evidence of their own continuing professional development and be willing to participate in specified coach training;
- Maintain accurate records and prepare reports for the school and district for submission to the state;
- Collect data necessary for program monitoring and evaluation and effectively present information to all school constituencies;
- Represent curriculum areas and programming at functions such as teacher, parent orientation, yearly transitional meetings, and other after school and evening functions when asked by administration;
- Contribute to the development of the budget, order instructional supplies and equipment relating to curriculum, and submit requisitions to principals using the approved purchase order protocol;
- Along with the Director of Curriculum, prepare policies and procedures relating to curriculum areas and develop appropriate assessment practices through CPDC and Summer Curriculum Academy;
- Continually review student needs, teaching methods, and instructional materials to provide curriculum continuity;
- Develop and model relevant and varied instructional approaches and a variety of assessment methods;
- Represent the district at statewide sessions for curriculum or assessment development;
- Other duties as assigned by administration;
- Work hours will be flexible to accommodate professional development needs.