

SHANGHAI AMERICAN SCHOOL

TITLE: Elementary Early Childhood-Grade 2 Literacy Coach, Puxi Campus
SCALE: Teacher Salary Scale
CONTRACT DAYS: up to 191 days

POSITION SUMMARY: The Instructional Coach will provide leadership and ongoing, embedded professional learning for faculty as we look toward the future of learning in an increasingly complex and interconnected world.

SUPERVISED, EVALUATED BY AND REPORTS TO:

- Principals and Associate Director for Educational Programs*

PREFERRED QUALIFICATIONS:

- Advanced degree in Curriculum & Instruction or related field
- Teacher certification or credential in area of specialty
- Holds or able to obtain educational technology certification or designation (ISTE Certified Educator preferred)
- Recent experience as school-based educator
- Experience as a coach, consultant, and/or staff developer
- Experience leading teams using a Professional Learning Communities framework
- In-depth knowledge of SAS adopted standards and practices relevant to area of specialty (Common Core State Standards, NGSS, National Core Arts, C3, ISTE, etc.)
- Experience working with technology integration frameworks (SAMR preferred) to ensure effective implementation of ISTE standards.
- Experience utilizing a variety of instructional technologies relevant to area of specialty

SKILLS, COMPETENCIES, & PERFORMANCE RESPONSIBILITIES:

- Working with Adult Learners
 - Develop trusting relationships where participants feel safe and motivated to take risks, learn and share
 - Develop and facilitate a professional learning environment that is grounded in student learning
 - Accept and act on constructive feedback in order to model an open mind and improve practice
 - Demonstrate excellence in effective instructional coaching strategies
 - Demonstrate and support reflective practice
- Collaborative Work
 - Develop a collaborative culture (working agreements, meeting structures, protocols, etc.)
 - Foster mutual responsibility among group members
 - Encourage collegial action research and inquiry
 - Demonstrate high levels of emotional intelligence
- Communication
 - Use effective communication strategies to bring clarity and allow participants to accomplish tasks
 - Give feedback honestly, openly and constructively
 - Lead data driven dialogue to develop common understandings and inform action
- Knowledge of Content and Pedagogy
 - Ensure the alignment of the curriculum standards and expectations from PK-12
 - Support teachers to develop in-depth understanding of the SAS adopted standards and practices
 - Support teachers to develop standards based assessments, evaluate multiple sources of data, and differentiate to meet all students' learning needs
 - Demonstrate excellence in instructional contexts through a repertoire of current effective instructional strategies
 - Provide leadership and instructional coaching in the areas of interdisciplinary and inquiry based learning, unit design (based on UbD), and other SAS instructional frameworks and strategies

- Assist collaborative teams in the identification, evaluation, and use of appropriate resources including instructional technologies to transform student learning
- Systems Thinking
 - Recognize the work of the instructional coach in the context of a larger system
 - Create and implement plans to meet system goals and sustainability
 - Actively support implementation of school, campus, and divisional strategic and improvement plans including leadership in specific area of specialty

ADDITIONAL PERFORMANCE RESPONSIBILITIES:

- ES Coaches support faculty in their area of specialty and specialists as agreed upon with Division principals and Associate Director for Educational Programs
- MS / HS Coaches support faculty in one or more specialist content area (performing arts, visual arts, health/PE, languages, counseling/LS) in addition to area of specialty (math, science, social studies, English/EAL, tech**)
- Work collaboratively with teacher teams to provide ongoing, embedded professional learning in alignment with SAS divisional and school-wide areas of focus.
- Support professional learning by:
 - Demonstrating exemplary instruction for teachers through the following researched-based practices: observation, coaching, model lessons, collaborative lesson planning and small and large group professional learning
 - Training teachers to collect, interpret, and use formative assessment data, systematically examine student work, and define next steps for differentiation and intervention
 - Assisting teachers in assessment and reporting of standards and benchmarks
 - Supporting teachers in identifying and achieving professional growth goals
 - Assisting teachers to effectively use technology to assess student learning, differentiate instruction, and provide rigorous, relevant, and engaging learning experiences for all students
 - Partner with external consultants in areas of specialty prior to, during, and after their visit to SAS
- Work with administration to:
 - Provide parent and community education regarding the current and future approaches to learning
 - Evaluate and develop ways in which we can better support the future of learning within divisions and the wider organization
 - Promote the development of vertical and horizontal articulation and coherence of student learning

SAS BELIEVES:

- That each employee makes a significant contribution to our success
- Those contributions should not be limited by the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School, which each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

****Notes: Instructional Coach with Technology Specialty**

- *Supervision shared between Principals and Director of Technology
- Additional responsibilities include:
 - Fully engage as a member of the schoolwide Technology collaborative team
 - Collaborate with Director of Technology, technology faculty & staff, and Ed Programs staff to foster a strategic vision for a consolidated continuum-based approach to instructional technology integration across SAS.
 - Lead coaching team in the implementation of technology-focused areas of school, campus, and divisional strategic and improvement plans
 - Conduct needs assessments, co-develop technology-related professional learning programs, and evaluate the impact on instructional practice and student learning