



## **ELA Coach**

**Reports to:** Principal

**Salary Range:** \$51,900 - \$59,000

**FLSA Classification:** Exempt

### **Purpose**

The ELA Coach assists and coaches Classroom Teachers with effectively teaching English Language Arts, Reading, Writing, and works one-on-one and in small groups to help students grasp ELA concepts.

### **Job Qualifications**

- Bachelor's and/or Master's Degree in Education is required
- Active PA Reading Specialists K-8 certification is required and 3-5 years' experience preferred
- Additional PA Certifications are preferred
- Extensive knowledge of the Pennsylvania State Standards and Common Core
- Experience in teaching a non-basal curriculum

### **Competencies**

- Superior interpersonal skills
- Strong written and verbal communication skills; ability to effectively communicate and coordinate actions with the leadership team, parents, students, teachers and other staff and, on an as-needed basis, third party vendors/contractors
- Consultation and coaching skills
- Critical evaluation skills
- Ethical practice
- Documentation
- Leadership skills
- Presentation skills
- Strict adherence to confidentiality and the ability to handle sensitive information
- Attention to detail
- Ability to perform multiple assignments without immediate supervision
- Time management and ability to prioritize tasks to meet deadlines
- Ability to aggregate and understand student data, and to present findings regarding student data to teachers, the Principal, and other members of the Leadership Team
- Aptitude in using a spreadsheet, word processing, email, database, and presentation software

- Commitment to entrepreneurial education and the associated values of resourcefulness, problem-solving, persistence, and innovation

**Value Statement:**

**WE** believe in Soaring to Success by building strong **C**haracter, **A**cademics, **R**elationships, and **E**ntrepreneurs for a life of leadership!

**Job Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

**Coaching Teachers**

- In collaboration with the Director of Curriculum & Instruction, assist teachers with analyzing data and reviewing student progress in order to advise on instruction
- In partnership with Director of Curriculum & Instruction , suggest professional development opportunities related to ELA instruction, and attend alongside teachers when necessary
- Classroom observation
- Establish and maintain a trusting and non-evaluative relationship with teachers
- Assist teachers with lesson plans for the purpose of differentiating instruction and adhering to school curriculum
- Researches and prepares a variety of written and electronic materials (e.g. lesson plans, scope and sequence guides, classroom materials, report, etc.) for the purpose of demonstrating best practices in reading instruction, documenting activities, providing written reference, and/or conveying information.
- Assess skills and needs of teachers and students for the purpose of determining the type of professional development and strategies needed to bring about student achievement and gains in value added scores in reading

**Coaching Students**

- Instruct students one-on-one or in small groups to improve ELA test scores and increase understanding of ELA concepts
- Research and implement instructional techniques and resources to improve reading achievement levels
- Maintain a variety of manual and electronic files and/or records for the purpose of determining success of reading coaching on student achievement

**Meetings & Professional Development**

- Conduct or participate in parent conferences, meetings with families, telephone conferences, and other forms of professional communication
- Participate in ongoing professional development to remain up-to-date best practices to keep up-to-date on curriculum developments and trends in the field of education

- Commitment to professional growth through participation in professional learning communities and development opportunities; after hours and weekends
- Participation in at least one alignment committee
- Maintain professional certification with Act 48 continuing education
- Active certifications which include Google certification, and pertinent certifications per administration
- Attend mandatory school events as assigned by Principal to include Back to School, Open Enrollment, Micro Night, Entrepreneurial Summit, New Student Orientation
- Attend one Board Meeting and one PTA meeting per year

**All other duties as required by Principal**

**Working Conditions:**

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. Work is primarily sedentary in nature, exerting up to 10 lbs of force occasionally and/or up to a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. While performing the duties of this job, the employee is frequently required to move throughout the building, sit, and navigate stairs in order to access classrooms and meeting areas throughout the school. Occasionally reaches with hands and arms. Frequent handling and fingering. Vision abilities required by this job include close vision. Must be able to talk and hear. Mental acuity required. Primarily assigned to an office environment that is climate and noise controlled with adequate lighting, using standard office equipment such as computers, telephones, printers. Frequently called upon to monitor recess, lunch, or activity periods in an outdoor playground or athletic field setting with exposure to outdoor elements.