

# CARTERVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 5

## VACANCY NOTICE

**FEBRUARY 2024**

**POSITIONS:**

CIS Instructional Coach

**MINIMUM QUALIFICATIONS:**

1. Certification as specified in Article 21 of The School Code of Illinois.
2. Compliance with qualifications as set forth in State Board of Education Document No.1.
3. Any other requirements established by the Board of Education for the position.
4. Demonstrated aptitude for assigned duties and responsibilities. See job description for details.

**SALARY:**

As per 2024-2025 CEA Salary Schedule.

**TERM OF EMPLOYMENT:**

2024-2025 School Year

- Application requirements are available on our website at [www.cartervillelions.org](http://www.cartervillelions.org) under employment opportunities. Click [here](#) for a direct link to application .
- Any questions regarding this position should be submitted to Dr. Tom Webb, CIS Principal at [twebb@cartervilleschools.org](mailto:twebb@cartervilleschools.org).
- Application and required documents should be electronically submitted to: Mrs. Sarah Barnstable, Associate Superintendent at [apply@cartervilleschools.org](mailto:apply@cartervilleschools.org).
- PDF files or Google Docs are required for electronic submission.



**Carterville Unit #5**  
**JOB DESCRIPTION**

**TITLE:** Instructional Coach

**REPORTS TO:** Principal, Assistant Principal and Assistant Superintendent

**LENGTH OF TIME:** August – May or entire school year

**PARTICIPANTS:** Teams are assigned by administration.

**REQUIREMENTS:**

- Minimum of four years successful teaching experience
- Excellent written and oral communication skills and ability to work positively and cooperatively with others
- Knowledge of and experience of effective instruction and assessment
- Master's Degree preferred

**DUTIES AND RESPONSIBILITIES:**

- Peer coaching
- Assist district teams and building leadership teams to foster professional learning communities through the use of classroom walk-throughs, peer observation, action research, and making data driven decisions.
- Assist teachers in developing, testing, and implementing research based instructional strategies with a focus on increased student achievement.
- Use, analyze, and reflect on formative assessment data to improve teaching and learning.
- Provide targeted professional development as determined by building needs.
- Support teachers in district initiatives — (ex., guaranteed and viable curriculum, common assessments).
- Collaborate with other PLC Leaders/Administration
- Attend all district and building Team Leader meetings.
- Attend district provided instructional coach trainings.

*\*This description may be modified as various circumstances arise. It is the expectation that teachers will fulfill other assigned duties, when necessary.*

