

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

Instructional Coach/ELL Advocate

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**FLSA Status:** EXEMPT

**Classification:** Certified

**Terms of Employment:** 7 hours per day, 183 days

**JOB GOAL:** Support teachers and administrators in using data to improve instruction on all levels. Provide professional development targeted topics. Develop coaching plans for teachers to ensure student improvement. Through coaching increase the skills and knowledge of teachers to meet the needs of ELL students so they are able to succeed academically and in their acquisition of the English language as measured by WIDA. Utilize Adult Learning Theory to motivate adult learners to improve professional practice.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCCTA.

1. Willingness to plan and deliver professional development, including in-service trainings, classes, collaborative models, and workshops for individual teachers, teams, schools and district-wide.
2. Partners with principals, individual teachers, and school sites to implement new and existing curricula, instructional practices, and assessments.
3. Establishes trust, rapport, and credibility with the entire school community.
4. Models instruction that connects curriculum and assessment practices in classrooms.
5. Assists in the construction and evaluation of formative assessments.
6. Assists teachers with analysis of assessment results.
7. Willingness to collaborate as part of an instructional coaching team.
8. Supports and implements district, state, and federal initiatives; i.e., Read by 3<sup>rd</sup>, technology integration.
9. Facilitates instructional conversations with individual teachers, grade level teams, site staffs, and other groups, which may lead to coaching cycles and learning teams.
10. Assists in the formal coaching of effective teaching strategies with identified teachers or teams of teachers.
11. Meets regularly with administrators and teachers to identify specific curriculum, instruction and assessment training needs of the school.
12. Participates in ongoing personal professional learning as a means of enhancing the instructional, intervention, and assessment support provided to teachers.
13. Willingness to support the classroom with technology troubleshooting needs, building capacity in the process.
14. Administer ELL screeners, host WIDA events (Breakfast/lunch etc.), continue English Language Education Plan (ELEP), and administration of the WIDA assessment.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Knowledge of coach work, professional development, and shared leadership.
2. Demonstrated leadership skills.
3. Demonstrated success in working with adult learners.
4. Demonstrated classroom implementation of best practices and instructional strategies.
5. Demonstrated experience with the PLC process of learning and collaboration.
6. Demonstrated experience with student-centered coaching cycles.
7. Knowledge of data analysis and data-driven instructional planning.
8. Excellent verbal and written communication skills.
9. Knowledge and ability to use and integrate technology to provide quality instruction.
10. Knowledge in the area of tech integration, supporting teachers in planning and implementation within a coaching model.
11. Ability to consult with and facilitate teams.
12. Ability to support work across grade levels.
13. Ability to manage multiple projects and meet deadlines.
14. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.

15. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
16. Recognizes and reports hazards, conforms to safety standards as prescribed.
17. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
18. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. Bachelor's or Master's degree from an accredited college or university in subject(s) related to teaching assignment
2. Minimum of five (5) years of successful teaching experience with documented success in accelerated student growth and improving student achievement
3. Proven record of implementing new practices or programs at a school
4. Previous successful experience working with adult learners and Instructional Coaches to change classroom practices, instruction, and intervention practices
5. Training in and/or understanding of the role of the Instructional Coach
6. Previous experience in leadership roles
7. A passion for learning and teaching

### **Licenses and Certifications:**

1. Valid Nevada Department of Education License with Literacy, Special Education, English Language Acquisition and Development.
2. Valid Nevada Driver License

### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

## **WORK ENVIRONMENT:**

**Strength:** Occasionally required to lift or carry equipment up to 50 lbs.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

### **Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

### **Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified

individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: Joseph A. Gent  
Superintendent

12/11/23  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_