

**FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**Posting Date: December 17, 2009 – Until Filled**

**TITLE: High School Academic Support Coach – ELA**

An online application, which can be accessed from our website ([www.flintschools.org](http://www.flintschools.org)), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume, copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

*Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.*

**QUALIFICATIONS:**

Education: Master's Degree required and Michigan certification required at appropriate levels. Training in the content area preferred. Candidate must be endorsed and highly qualified.

Experience: Five years of successful classroom teaching.

Skills: The ability to provide teaching demonstrations, coaching and professional development.

The ability to work with adults as learners.

The ability to coordinate efforts with administrators in various schools and work collaboratively with teachers.

Has deep knowledge and understanding of Michigan's Content Standards, Grade Level Content Expectations, student assessment (formative and summative), and data collection and analysis. This position supports the district's literacy initiative (Pre-K through 12) and incorporates the use of district curriculum pacing charts, units of study, and district assessments to improve student achievement.

**Other Requirements:**

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TITLE: High School Academic Support Coach – ELA**

**REPORTS TO: Office of Curriculum & Instruction**

**TERMS OF EMPLOYMENT: Teacher Basic Salary Schedule - 210 days; \$1,991 (differential)**

**ESSENTIAL FUNCTIONS:**

Coaches ELA teachers in the delivery of High Yield Strategies that are aligned with the district's core curriculum.

Delivers professional development and support to address specific instructional needs as identified by teachers and administrators.

Supports "lab teachers" by:

- Building relationships around instruction with identified teachers that are collegial, trustful and exhibit mutual respect.
- Learning about learner-centered instructional strategies such as partnerships, collaborative grouping, anticipation guides, dialogue, routines and use of manipulatives in classrooms.
- Helping teachers set classroom student-centered goals and the understanding of instructional strategies that meet those goals.
- Reflecting with the teacher on the effectiveness of instruction through classroom evidence from students.
- Support teachers through use of the "gradual release of responsibility" model, moving from modeling rigorous and effective instruction to co-teaching to supported independence within a unit's length.
- Support teachers in administering and using the information from all formative and summative assessments to monitor students and reflect on instruction.
- Facilitates and co-facilitates (with teacher) a conversation with other coaches, teachers, and administrators who visit the lab classroom.

Shares student achievement data with building staff, other coaches and the Office of Curriculum and Instruction to provide support to teachers and schools.

Assists principals in supporting teachers in the implementation of the core curriculum instructional units.

Participates fully in all Flint Community Schools sponsored professional learning opportunities.

Supports content integration in all subject areas including technology.

Meets with principals and coordinator (weekly) to share data and plan support for instruction and High Yield Strategies aligned with the district's core curriculum of study. Also communicates by memo weekly.

**TITLE: High School Academic Support Coach – ELA**

**ESSENTIAL FUNCTIONS:**

Meets with principals and coordinator monthly to discuss progress utilizing High Yield Strategies that are aligned to the district’s core curriculum.

Maintains a “public” calendar (website or email) weekly so that principals and teachers are informed about the coach and the lab teachers’ work.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

**PHYSICAL DEMANDS FOR POSITION:**

Sedentary Work (See U.S. Department of Labor Guidelines).

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Master Teacher Contract between the Board of Education of the City of Flint, Michigan and the United Teachers of Flint, Inc.

HR/LA/dmh/10/09

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

خدمات ترجمة متوفرة تحت الطلب، الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

**Ponemos a sus órdenes el servicio de traducción. Las personas  
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務，祇要提出要求，請電760-6770.