



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #575287

JOB TITLE: INSTRUCTIONAL COACH, ELA
OPENING DATE: ~~MAY 19, 2022~~ **MAY 19 2022**
CLOSING DATE: **MAY 26, 2022 OR UNTIL FILLED**
SALARY: EDUCATION COMPENSATION PLAN
TYPE OF EMPLOYMENT: REGULAR FULL TIME, 220 DAYS
SUPERVISOR: CURRICULUM COORDINATOR
LOB LOCATION: DIVISION OF SCHOOLS CENTRAL OFFICE

SCOPE OF SERVICE:

Serve as ELA Specialist to assist in the development and implementation of campus instructional plans that align to district goals and curriculum.

Duties and Responsibilities:

- 1 Work with Curriculum Coordinator and campus administration to design and provide professional development focused on improving alignment and delivery of the written, taught and tested curriculum to increase student success and close performance gaps.
- 2 Work with teachers and campus administration to analyze student data, diagnose instructional needs and identify research-based instructional strategies to close achievement gaps.
- 3 Provide job-embedded professional development for teachers through modeling engaging, standards-based teaching as needed.
- 4 Collaborate with Curriculum Coordinator, campus administration, and teachers to review and develop aligned curriculum components including assessments.
- 5 Provide individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners.
- 6 Conduct teacher observations and/or walk-throughs and provide feedback that facilitates teacher reflection and growth.

- 7 Work with Curriculum Coordinator, campus administration, and team and/or grade level teachers in planning standards-based lessons and assessments aligned to the district curriculum.
- 8 Manage and distribute instructional resources to teachers and provide training on the use of those resources.
- 9 Encourage and support the implementation of technology and innovative strategies in the classroom.
- 10 Lead professional development meetings.
- 11 A comprehensive understanding of how to evaluate data to drive and differentiate instruction.
- 12 Work with teachers to develop skill of how to effectively progress monitor intervention resources.
13. Attend district level training and provide campus level professional development in district initiatives.
14. Provide ongoing feedback to campus administration to be used in the teacher evaluation process.
15. Assist with the campus strategic plan and formulation.
16. Assist in the development, monitoring and implementation of teacher intervention plans.
17. Assist with the implementation and monitoring of campus and district initiatives.
18. Assist in the collection, analysis and response to campus data.
19. Attend campus and district meetings/trainings as assigned.
20. Serve as a member of the campus leadership team.
21. The ability to work effectively with adult learners
22. The ability to skillfully offer constructive feedback to facilitate change
23. The ability to be flexible, open and willing to implement new ideas in the classroom
24. The ability to organize and prioritize responsibilities, projects and tasks
25. The ability to work and contribute to a team
26. The ability to seek resources and solutions to effectively solve problems

Qualifications:

1. Possess a valid Educator License issued by the Mississippi Department of Education with the appropriate endorsement.

2. Bachelor's Degree in Education or related field required; Master Degree preferred.
3. Possess a National Board for Professional Teaching Certificate.
4. At least five years of successful ELA teaching experience.
5. Experience in development, preparation, and presentation of professional development preferred.
6. General knowledge of K-12 ELA curriculum.
7. Specific knowledge of assessment and lesson design.
8. General knowledge of serving special populations of learners.
9. Excellent communication, public relations, and interpersonal skills.
10. Demonstrate organizational and technology skills.
11. Effective oral and written communication skills.

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional district-wide travel; occasional prolonged and irregular hours. Frequent walking, some stooping, bending, reaching and climbing stairs.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350