

## North Wasco County School District

### Job Description – Teacher on Special Assignment (TOSA) – District ELL Instructional Coach

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**Title:** TOSA – District ELL Instructional Coach

**Classification:** Licensed

**Reports To:** District Administration

**Terms of Employment:** 190 Days/Year

#### **Job Purpose Statement:**

The Instructional Coach is a critical lever in improving student achievement. The role of the coach is to build teacher capacity and their understanding of instructional practices, Common Core Standards, and data driven instruction to close the achievement gap for English learners. An instructional coach is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. The instructional coach works collaboratively as a team with members of the EL instructional staff and coaches at the Columbia Gorge ESD. The instructional coach will promote reflection, provide guidance and structure where needed, and focus on strengths, collaboration and common issues of concern. The coach is responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. The instructional coach will demonstrate and model a passion for education reform and leadership. **This is NOT a supervisory position and DOES NOT include evaluation of colleagues.**

#### **Job Qualifications & Licensure:**

- BA/BS or higher degree (required) with a major in one or more of the following areas: Curriculum, Elementary Education, Secondary Education, Reading, ESOL, or similar. Masters preferred.
- Valid Oregon Teaching License and endorsement(s) from the Teacher Standards and Practices Commission in the State of Oregon.
- Prefer candidates with a completed ESOL endorsement; candidate working towards an ESOL endorsement completion and/or candidates with formal Language Acquisition and Sheltered Instruction Training.
- Completed EL Achieve’s K-5 Systematic ELD, and Secondary Constructing Meaning 5 Day Institute. Skilled in implementing EL Achieve strategies in the ELD classroom and in the content area classrooms.
- Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.
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#### **Essential Job Functions:**

- Exhibit theoretical and research-based knowledge of language acquisition, specifically second language acquisition and ELD Standards.
- Support, train and coach classroom teachers in explicit language lesson planning and language embedded content units
- Coach teachers to apply most effective teaching tools, skills and attitudes to increase student engagement to support a standards based learning environment for ELs to increase academic achievement across the content areas.
- Facilitate the integration of ESL teaching strategies in all regular education activities, with a priority on strategies and materials from EL Achieve at the primary level.
- Work with teachers and administrators to develop and use appropriate ESL literacy strategies, implementation plans, and systems of accountability at the secondary level.
- Develop and deliver professional development to staff in regards to scaffolded instruction based on the work of EL Achieve to single and groups of teachers, for 10 - 90 minutes.
- Teach, co- teach and model/demonstrate language lessons in the areas of listening, speaking, reading and writing
- Assist teachers in utilizing a variety of on-going, instructionally based assessment approaches to inform and differentiate instruction.

- Support building administrators in the use of data to identify instructional strategies that will foster improvement in student achievement
- Assist classified personnel to support teachers and EL students when using EL Achieve materials and strategies.
- Experience working with ELs in low socio-economic populations.
- Help maintain cohesiveness in school environment and across the district.
- Use current technology for instructional management needs, including experience with Google Classroom.
- Provide constructive feedback to teachers in their approach of instruction of ELs in reading/writing and assist in maintaining students' involvement in appropriate tasks.
- Serve as a role model and demonstrate instructional leadership and professionalism.
- Communicate effectively in English both verbally and in writing. Spanish preferred.
- Effectively communicate accurate and up-to-date information to teachers and students in a way that enhances student learning.
- Embrace and encourage the acceptance of diversity.

**Additional Duties and Responsibilities:**

- Manage time and resources appropriately.
- Create a positive atmosphere that promotes cooperation with administration, parents, co-workers, and students.
- Demonstrate concern for students' and teachers' well-being.
- Maintain a familiarity with current educational issues.
- Use current technology for instruction and management purposes.
- Be available for consult with parents of ELs, EL students, administration, and peers outside the school day, as needed.
- Spend time beyond the school day preparing and planning instruction and professional development.
- Disaggregate and analyze ELP and academic achievement data to target instruction, enhance student learning, and inform teacher practice.
- Other tasks as may be deemed appropriate and necessary by immediate supervisor and/or the Superintendent.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

**PHYSICAL REQUIREMENTS:**

1. In a 2- 3 hour session per day employee may:
  - a. Stand/Walk                    { } None {x} 1-3 hrs
  - b. Sit                                    { } None {x} 1-3 hrs
  - c. Drive                                { } None {x} 1-3 hrs
2. Employee may use hands for repetitive:
 

{x} Single Grasping	{x} Pushing and Pulling	{x} Fine Manipulation
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3. Employee may use feet for repetitive movement.  
Yes                                 No
4. Employee may need to:
- |                 |  |  |                                     |
|-----------------|--|--|-------------------------------------|
| a. Bend         | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not at all |
| b. Squat        | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift         | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
5. Lifting:
- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**Other Physical Requirements:**

1. Work is performed in a variety of indoor and outdoor locations. Extreme variations in weather and temperature can occur, depending on assigned sport.

**Evaluation:** Performance of this position will be evaluated annually in accordance with provisions of the Board’s policy and the Extra Duty Contract.

**Mandatory Child Abuse Reporting:** As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

**EMPLOYEE STATEMENT:**

*“I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s).”*

\_\_\_\_\_  
 Print Name

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

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 Date