

# TOSA Job Description

*District TOSA EL Instructional Coach*

## Descriptors

<b>Position Title:</b>	District TOSA EL Instructional Coach	<b>Department:</b>	Program / Building
<b>Position Classification:</b>	Teacher	<b>Reports To:</b>	Multilingual Project Manager & Director of Equity
<b>Exempt Status:</b>	Exempt	<b>Revision Date:</b>	March 2024
<b>Supervisory:</b>	No		

**Approval:** \_\_\_\_\_  
(Executive Director of Human Resources)

**Approval:** \_\_\_\_\_  
(Superintendent)

## Job Summary

In collaboration with the Director of Equity and the Multilingual Project Manager, this position supports the implementation of the district's ML/EL program initiatives. The District TOSA EL Instructional Coach's primary role is to work with EL teachers and site-based staff on equity-driven, culturally-relevant, evidence-based instructional strategies to support best practices in using data, provide analysis of school-wide trends in instruction, and make recommendations about potential next steps to address areas of need. The District TOSA EL Instructional Coach must take a hands-on approach to improving instruction and effectiveness by working at various levels (classroom-school-system-wide) to directly improve instruction, student learning and foster teacher development. This may include modeling lessons in classrooms, helping teaching teams to plan instruction, support the creation of system-wide policies and procedures, and facilitating professional development.

## Essential Duties and Responsibilities

### 80% Instructional Coaching

- Provide instructional coaching for EL teachers that supports Tier I-III instruction and pedagogy aligned to the WIDA 2020 ELD Standards.
- Enhance teachers' understanding of cultural awareness rooted in Culturally Proficient School Systems (CPSS) and the application of instructional strategies that optimize learning and maintain high standards for multilingual learners.
- Works strategically with teachers with rostered English Learners (ELs) in planning, monitoring and assessing student learning and reflecting on their teaching.
  - Provides teaching demonstrations in instruction and assessment for classroom teachers with rostered ELs (including Newcomers).
  - Collaborate with the district newcomer teachers to best support sites enrolling students new to the country
  - Observes and coaches teachers in effective instructional practices for ELs.
- Regularly visits classrooms to provide feedback to teachers to improve instructional planning, delivery, and assessment, including planning for ongoing monitoring and support for the successful language acquisition.
- Foster positive and collaborative relationships with students, staff, and administration

- Collaborate with site administration and teachers on effective instruction and identifying strategies to improve Tier I instruction.
- Lead instructional rounds in collaboration with the Department of Equity.
- Engage in a continual feedback loop between assigned sites, teams, and the Department of Equity
- Completes other duties and responsibilities as assigned by the Director of Equity

### 20% Professional Development and training

- Participate in professional development planning. Coach and provide support to teachers in evidence-based practices to support multilingual learners.
- Support the Director of Equity to facilitate the K-12 implementation of the WIDA ELD standards, progress monitoring, and instructional practices rooted in evidence-based practices.
- Provide leadership, plan and facilitate site team meetings and curriculum development sessions.
- Engage in consistent data analysis and progress monitoring in order to continuously monitor, track and analyze student achievement data in order to ensure student success through data-based decision making.

**Perform other duties as assigned or requested.**

## Work Requirements and Characteristics

### Education/Certification Requirement:

- Valid and current Minnesota state teacher's license with a K-12 ESL certification
- Masters Degree (preferred)
- Valid MN driver's license without restrictions

### Experience:

- Five or more years of successful teaching experience
- Experience in developing and/or delivering EL teacher training through the domains of reading, writing, listening, and speaking
- Instructional coaching or mentoring experience at any level PreK-12+

### Essential skills required to perform the work:

- Demonstrated leadership experience or potential
- Knowledge and understanding of andragogy and methods in working with adult learners

- Exhibit theoretical and research-based knowledge of language acquisition and ELD Standards.
- Experience in curriculum development and assessment
- Strong interpersonal skills and ability to work well with others
- Excellent oral and written communication skills including facilitation and presentation skills
- Experience using and implementing the WIDA ELD 2020 Standards
- A strong foundation in MnMTSS and the progression of learning across K-12 grade levels

### Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Utilizes multiple software, databases and systems

## Physical and Mental Requirements

### Physical Job Requirements:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Occasionally lift or move up to 25 pounds
- Dexterity of hands and fingers

### Mental Job Requirements:

- Handling multiple tasks at once
- Exercising confidentiality in handling School District information.
- Operating within an asset-based lens
- Moderate to high stress level
- Flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires meeting deadlines
- Position requires a high attention to detail

### Working Conditions:

- The majority of work is performed in normal office conditions
- Position will travel between buildings as needed
- Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.