

**JOB DESCRIPTION**  
**Puyallup School District**  
**PEA**

**Multilingual Education Instructional Coach (TOSA)**

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**Purpose Statement**

The Multilingual Education Instructional Coach (MLE TOSA) position is designed to support the consistent implementation of the District's Strategic Plan, the Multilingual Education Strategic Plan, professional development, and instructional planning for all multilingual learners. The MLE TOSA provides support to schools in building teacher capacity in standards-based literacy across the content areas aligned to content standards and English Language Development (ELD) standards, using a multi-tiered approach to instruction.

**Essential Functions:**

- Guides, supports, and ensures implementation of comprehensive ELD, including Designated ELD (dELD), Integrated ELD (iELD), and Mainstream English Language Development (MELD), Academic Language Development (ALD) in and through the academic content areas.
- Supports academic achievement using the multi-tiered approach, using Tier I, II, and III supports.
- Collaborates with vendors, directors, and educators to adopt, develops, and refines curriculum materials, aligning them with educational standards and best practices.
- Supports teachers in understanding and implementing the curriculum effectively in their classrooms.
- Provides professional development with a focus on academic language development, emphasizing teaching and learning, including standards-based instruction; use of effective evidence-based practices, access strategies, academic engaged time, checking for understanding aligned to grade-level standards and content.
- Offers specialized assistance in core content instruction, ensuring educators have the resources and guidance needed to effectively teach multilingual learners. Provides demonstration lessons, push-in intervention and supports to language learners.
- Promotes standards-based academic language development and literacy through demonstration lessons, collaboration, co-teaching, and focused observation across the content areas.
- Uses pre and post conferences for planning and debriefing lessons; provides direct feedback to teachers and opportunities to reflect on their practice, including the utilization of Culturally and Linguistically Responsive strategies.
- Prioritizes student needs and learning outcomes, guiding educators in implementing instructional practices that engage and support diverse learners.
- Assists in analyzing student performance data to guide instructional decisions and interventions, ensuring targeted support for student learning, acceleration/enrichment, and effective strategies for multilingual learners.
- Develops and implements coaching strategies tailored to the collective needs and goals of teacher teams, fostering collaboration and shared professional growth among educators.
- Fosters a culture of continuous improvement emphasizing collaboration, reflective practice, and shared learning opportunities among educators.
- Cultivates partnerships with teachers, principals, district leaders, and community members in support of the Strategic Plan and best practices for multilingual learner success.
- Stays updated on educational research and trends, sharing relevant findings with staff to enhance instructional practices and student outcomes.

- Develops an understanding of historical contexts; engages students, families, community representatives as partners in decision-making; and actively dismantles systemic barriers.
- Performs other job functions as assigned.

### **Qualifications:**

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

- Strong knowledge of digital literacy and district-approved educational technology.
- Strong content knowledge in assigned area of focus (math, ELA, etc.)
- Ability and willingness to work outside traditional contracted hours to support induction, training, meetings, and other district activities.
- Ability to effectively prioritize, take initiative, and manage time in an unstructured environment.
- Ability to engage in positive, open, learning-focused conversations with all stakeholders.
- Ability to establish and maintain trusting, confidential relationships with teachers and others as appropriate.
- Ability and willingness to frequently travel to various schools and locations throughout the district.
- Demonstrate flexibility and responsiveness with shifting priorities or areas of focus.
- Promote and demonstrate strong collaboration, relationship-building, and interpersonal skills.

#### **Other Knowledge, Skill, and Abilities**

- Ability to organize and set priorities.
- Skill and ability to utilize technology to aid instruction, assessment, and learning.
- Ability to be patient and consistent with all students.
- Ability to exercise good judgement and maintain confidentiality.
- Preferred: bilingual/multilingual

### **Responsibility**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives, guiding other people within a department, large work unit, and/or across several small work units. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Education:** Bachelor's degree, master's degree, or Doctorate from an accredited university or college.

**Experience:** Five years of experience as a distinguished or proficient classroom teacher and experience in Multilingual Education.

**Certificates & Licenses:** Valid Washington State Teaching Certificate with appropriate endorsements (EL/Bilingual ED).

**Clearances:** Criminal Justice fingerprint/Background Clearance

### **Working Environment:**

There is a high level of interaction with staff and students, must be able to maintain emotional control under stress. The usual and customary methods of performing the job's functions require the following physical demands: moving, lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 10% walking, and 50% standing. Frequent interruptions occur; visual and mental concentration on details and precision is required. This job is performed in a generally clean and healthy environment.