

KALEVA NORMAN DICKSON SCHOOL DISTRICT

4400 North High Bridge Rd.
Brethren, MI 49619
(231) 477-5353
Fax (231) 477-5351

Small School – Big Family

Jakob Veith, Superintendent
Cheryl Smith, K – 12 Principal
Jason Kemler, Athletic Director

Instructional Coach / Elementary Assistant Principal

SUMMARY DESCRIPTION: The Instructional Coach / Elementary Assistant Principal is a critical lever in improving student achievement. The role of the Coach/AP is to build teacher capacity and their understanding of instructional practices as related to Michigan State Standards in math and ELA, Data Driven Instruction, Differentiated Instruction, Michigan’s Essential Reading Practices, and delivery of the Core Curriculum. An instructional coach is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. The Coach/AP works collaboratively as a team with members of the elementary teaching staff, as well as the support staff. The Coach/AP will promote reflection, provide guidance and structure where needed, and focus on strengths, collaboration and common issues of concern. They are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. As a Coach/AP, they are responsible for the observation and evaluation of elementary teachers utilizing the 5D Teacher Evaluation system. They report to the K-12 Principal of KND Schools, as well as the Superintendent. The Coach/AP will act as the K-12 Principal in their absence.

JOB RESPONSIBILITIES AND ROLES: Model lessons and observe classroom instruction on a daily/weekly basis. Support the instructional development of all teachers in understanding the Michigan State Standards in math and ELA, the Essential Reading Practices, varied assessments (NWEA, STAR, MSTEP, etc.), the Framework for Teaching, and data analysis. Build strong relationships with teachers, administrators, and support staff. Provide direction and coordination for how the curriculum is taught consistent with District initiatives and recognized best instructional practices. Create an articulated schedule with building administration. Assist teachers in understanding Kaleva Norman Dickson’s mission and vision. Provide technical support to collaborative teams within buildings. Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources. Support teachers and administrators in using data to improve instruction on all levels. Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students. Support teachers by helping with classroom management, share multiple instructional strategies/processes during individual and grade level/team meetings. Informally observe elementary teachers (non-evaluative), as well as officially observe (5D Evaluation) lessons and provide feedback for a teacher’s professional growth and students’ success. Develop staff members’ knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs. Develop coaching plans for teachers to ensure student improvement. Contribute to the development systems and structures to improve teacher practice within schools. Provide job-embedded informal professional learning beyond the coaching responsibility. Attend summer training sessions. In the absence of the District’s Behavioral Specialist and K-12 Principal, the Coach/AP will provide behavioral support to students and teachers, while utilizing MTSS strategies and following the student handbook. Other duties as assigned.

SPECIAL QUALIFICATIONS: Elementary certified teacher, with a Master’s Degree in Educational Leadership, Curriculum, or related area. Current Michigan Administrative Certificate or the ability to obtain one. Minimum 3 years of elementary teaching experience, administrative experience preferred, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs. Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners. Demonstrated leadership qualities and strong interpersonal

skills, including giving and receiving constructive feedback. Proven ability in using student-level data to guide instructional decisions. Demonstrated Teacher Leadership. Strong pedagogical knowledge and content expertise. Demonstrated expertise in oral and written communication. Strong interpersonal skills. Models continual improvement, demonstrates lifelong learning, and applies new learning to help all students achieve. Demonstrates evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.

INTENDED OUTCOMES AND SUCCESS MEASURES: Improve student and teacher performance in targeted areas as identified. Increase in Professional Learning opportunities and participation of staff across the district. Change in teaching practices to improve the quality of instruction, increase our teachers' knowledge of content and curriculum, increase standardized test scores, and support the District's Mission and Vision.

Salary

\$70,000 - \$75,000, including benefits package.

Applying

Qualified candidates should apply through email or mail to Superintendent, Jake Veith. Applications submitted through email should be sent in an attachment through a single PDF, including the applicant's cover letter, resume, letters of recommendation, and Michigan certifications.

Jake Veith

veithj@manistee.org

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