



Orrville City Schools  
815 North Ella Street  
Orrville, OH 44667

**Position Vacancy**  
September 21, 2020

Position: **Literacy Coach/Specialist**

- Full-time preferred
- Start date negotiable

Requirements: See attached job description

Salary: Negotiable, commensurate with experience and credentials. Position will be hired through the Tri-County Educational Service Center (Wooster, Ohio)

Application: Submit letter of interest and resume to:

Brett Lanz, Assistant Superintendent  
Orvl\_blanz@tccsa.net

**Summary:**

An instructional coach is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. Instructional coaches work collaboratively as a team with other educators. Coaching is a **non-evaluative** learning partnership between an instructional coach and a teacher with the goal of learning together, thereby improving instruction and student achievement. Instructional coaches and teachers are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers.

**Job Responsibilities and Roles**

- Model and/or co-teach lessons in classrooms on a daily/weekly basis
- Build strong relationships with teachers, administrators, and other coaches
- Create an articulated schedule with building administration
- Work with teachers and administration to analyze student data, diagnose instructional needs, and identify research-based instructional strategies to close achievement gaps
- Assist teachers with resources, materials, tools, information, etc., to support classroom instruction and planning, including new resources
- Assist teachers with planning and pacing of lessons
- Support teachers by helping with the “strategic how” of teaching; share multiple instructional strategies/processes/routines with teachers
- Informally observe (non-evaluative) lessons and provide feedback for a teacher’s professional growth and students’ success
- Provide job-embedded informal professional development for teachers through modeling engaging, standards-based teaching as needed
- Manage and distribute instructional resources to teachers and provide training on the use of those resources
- Submit a weekly coaching log and any pertinent data requests/coaching documentation

**Education/Qualifications/Personal Skills**

- Bachelor’s degree in education or related field required. Master’s degree preferred.
- Valid Ohio teaching license required. Grade levels including K-5 preferred.
- Minimum 5 years’ experience teaching, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs. Preference given to someone currently teaching Reading.
- Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners
- Demonstrates leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback
- Proven ability in using student-level data to guide instructional decisions
- Demonstrates teacher leadership
- Strong pedagogical knowledge and content expertise
- Demonstrates expertise in oral and written communication
- Demonstrates strong interpersonal skills
- Demonstrates evidence of professional growth, including leadership and participation in a wide range of significant professional development activities
- Demonstrates the ability to be flexible, open, and willing to implement new ideas in the classroom
- Demonstrates the ability to organize and prioritize responsibilities, projects and tasks

**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 and student outcomes

**\*\*This is NOT a supervisory position and DOES NOT include evaluation of colleagues\*\***

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