

REGION IX EDUCATION COOPERATIVE

English Learner (EL) Instructional Coach Job Description

Position Title:	English Learner (EL) Instructional Coach
Report To:	Education Services Director
Work Day:	Minimum 7.5 hours daily
Contract Days:	202
Classification:	Exempt
Salary Schedule:	Licensed Services
Duty Station:	R9 Member Schools

An EL Instructional Coach is a certified teacher responsible for modeling direct K-12 instruction to teachers using different classrooms and school sites to facilitate instruction with the application of best teaching practices to support ELs through explicit English language development instruction and effective sheltered instruction techniques for ELs.

ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Understanding and compliance with the RECIX employee policy manual, technology policy, and R9 tracking system are required.
11. Exhibit theoretical and research-based knowledge of language acquisition and child development, specifically second language acquisition and ELD standards.
12. Enhance teachers' understanding of cultural awareness and application of instructional strategies that optimize the learning and maintain high standards for English Learners.
13. Coach teachers to apply most effective instructional tools, skills and attitudes to increase student engagement to support a standard based learning environment for ELs to increase academic achievement across the content areas.

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14. Work as a member of a team and assist teachers in recognizing and responding to the multiple needs of diverse learners in our member districts.
15. Assist teachers in utilizing a variety of on-going, instructionally based assessments approaches to inform and differentiate instruction to meet the needs of ELs.
16. Displays a desire to work with students and use research, teaching, and model best practices to address the needs of EL students who struggle with reading and writing.
17. Assist licensed personnel in a school environment where individual differences are respected.
18. Assist with implementing a balanced approach of direct teaching using authentic, literature-based reading and writing opportunities and provide assistance with individualized program materials to improve the instruction of ELs.
19. Help maintain cohesiveness in the school environment.
20. Work with teachers and administrators to develop and use appropriate ESL literacy strategies, implementation plans, and assessment tools.
21. Provide ongoing professional development to staff in regards to sheltered instruction and other strategies for EL students.
22. Use current technology for instructional management needs.
23. Serve as a role model and demonstrate instructional leadership and professionalism.
24. Communicate effectively in Spanish and English both verbally and in writing.
25. Effectively communicate accurate and up-to-date information to teachers and students in a way that enhances student learning
26. Embrace and encourage the acceptance of diversity.
27. Maintains the confidentiality of schools, teachers, and classrooms.
28. Obtain prior approval from the Building Administrator before distributing written communication and other media.
29. Prepare forms, records, and reports as directed.
30. Attend meetings and trainings as directed.
31. Demonstrates knowledge and compliance with all professional standards of conduct and professional ethics.
32. Adheres to district policies and procedures while on district campus.
33. Completes all record keeping and reporting documentation in a timely, comprehensive and accurate manner.
34. As required, travels from site to site on a daily basis and as emergencies arise. Must be willing to utilize your own vehicle for transportation.
35. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

1. Must hold a valid Level II teaching license with Bilingual and a TESOL endorsement by the State of New Mexico Public Education Department.
2. Five (5) years successful work experience in public schools/institutions Experience working with ELs in low socioeconomic populations.
3. Previous coaching/mentoring experience preferred.
4. Must demonstrate strong interpersonal skills.
5. Must be willing to carry out assigned tasks and perform responsibilities.
6. Other qualifications determined necessary by RECIX Executive Director.

EQUIPMENT & MATERIALS

Various pieces of equipment and materials may be used in the remediation of speech/language disorders, including computers, tape recorders, language masters, switches and communication boards, as well as

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specialized equipment for students with hearing loss such as auditory trainers, hearing aids, etc.

WORKING ENVIRONMENT

I. SITTING TASKS

- A. Sitting tasks are a continuous necessary requirement of the job
 - 1. 75% of the time
- B. Duties performed during sitting are:
 - 1. Evaluations
 - 2. Report writing
 - 3. Therapy sessions
 - 4. IEP meetings

II. WALKING TASKS

- A. Walking tasks are a continuous but essential requirement of the job
 - 1. 15% of the time
- C. Duties performed during walking:
 - 1. Getting children from classrooms for therapy
 - 2. Walking to classrooms for inclusion therapy

III. STANDING TASKS

- A. Standing is an occasional but essential requirement of the job
 - 1. 10% of the time
- B. Duties performed during standing are:
 - 1. Classroom inclusion lessons
 - 2. Therapy lesson

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional but essential requirement of the job
 - 1. 10% of the time
- B. Duties performed during sprinting/running are:
 - 1. In case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional but essential requirement
- B. Bending or twisting of the trunk is a continuous requirement
- C. Squatting, stooping, and kneeling are continuous requirements
- D. Reaching forward is a continuous requirement
- E. Reaching above the head is an occasional but essential requirement

VI. ACTIVITIES

VII. USE OF ARMS AND HANDS

- A. Manual dexterity is a continuous but essential requirement of the job
- B. Use of arms is a continuous but essential requirement of the job

VIII. LIFTING 10 - 25 POUNDS

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- A. Lifting items weighing between 10 - 25 pounds is an occasional but essential requirement of the job
- B. Items lifted from floor to waist, from waist to shoulder, and from shoulder to overhead and vice versa
- C. It is not necessary to lift more than 26 pounds

IX. PUSHING AND PULLING

- A. Pushing and pulling of items 25 - 50 pounds is an occasional but essential requirement of the job
- B. Pushing and pulling of items over 50 pounds is an occasional but essential requirement of the job

X. CARRYING TASKS

- A. Carrying of items 25 - 50 pounds is an occasional but essential requirement
 - Examples: Books, computer equipment, wheelchair

XI. WORKING CONDITIONS

- A. Working inside is a continuous requirement of the job
- B. Risk of getting a minor injury is an occasional hazard of the job
- C. Interacting with the public and other workers is a continuous but essential requirement
- D. Extended work hours is a continuous requirement of the job
- E. Multiple demands from several people is a continuous requirement
- F. A quiet, well lighted, well ventilated spacious room designated for speech therapy only is a continuous and essential requirement of the job

XII. PHYSICAL ABILITIES/ACTIVITIES

- A. Physical abilities and activities of the job are the physical abilities and sensory perceptions that are essential to the job
- B. Vision
 - 1. Adequate vision for reading and writing evaluations
 - 2. Adequate vision for reading and writing reports
- C. Hearing
 - 1. Normal acuity
- D. Speech/Communication
 - 1. Communicating appropriately (oral and written) is a continuous and essential requirement of the job

XIII. USE OF PROTECTIVE EQUIPMENT

- A. Personal protective equipment essential to the job:
 - 1. Gloves for oral peripheral exam

Job Description Acknowledgement

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I have received, reviewed and fully understand the job description for EL Instructional Coach .

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____ Date_____

Employee Signature_____

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