

**Los Angeles Unified School District  
Instructional Support Services  
Instructional Coach-Elementary Literacy (0844)**

10/03

Assists in the implementation of an effective reading/language arts program by serving as Literacy Coach for K-5 teachers. The role of Instructional Coach is a support position. The role of the Instructional Coach does not include the evaluation of teachers. Successful candidates will be assigned to specific schools from a centrally developed district list.

**Duties:**

- Under the direction of the coach coordinator and the school principal, provide support and assistance to all classroom teachers in the implementation of the District's reading/language arts programs
- Conduct demonstration lessons and assist with curriculum and pacing of programs to ensure that adopted reading materials are used as designed
- Conduct focused observations and provide "next step" support to all teachers
- Assist classroom teachers in diagnosing reading difficulties and planning appropriate intervention and accommodation strategies for all students including English language learners, standard English language learners, students enrolled in Special Education programs and all students with diverse learning needs
- Provide formal and informal feedback and professional development for teachers on instructional strategies and classroom practices aligned to research and standards-based instruction
- Meet regularly with site administrators, teachers and coach coordinator to articulate goals
- Plan and conduct professional development for paraprofessionals, parents, and community members
- Plan, facilitate, and attend grade level meetings/study groups to assist teachers in maintaining pacing of instruction and utilizing data to determine next instructional strategies for improving student achievement in reading/language arts
- Prepare forms, records, and reports for the purpose of monitoring implementation (e.g. pacing report, summary of assessment data)
- Attend Local District coach meetings and monthly city-wide coach meetings and use training to improve site implementation of the *District Reading Programs*
- Provide professional development to teachers through the Governor's Reading Initiative, District 3-Day workshops, and other Central and Local District sponsored activities
- Serve as a resource to identify instructional strategies and maximize resources to support literacy
- Perform other duties related to the District Elementary Reading Initiative as assigned

**Required Qualifications:**

- Permanent status in LAUSD or another California District
- Meet standard performance ratings on Stull evaluation and, in the immediate preceding four years, have no Notice of Unsatisfactory Service and no more than one Notice of Unsatisfactory Act
- Three years of teaching experience at the elementary level
- Valid regular California Elementary Credential (or eligible)
- Required multicultural coursework or willingness to complete this requirement within one year of assignment
- Experience in collaborative planning and delivery of differentiated staff development to classroom practitioners
- Literacy training
- Ability to travel to other sites/locations

**Desirable Qualifications:**

- Knowledge of differentiated classroom instructional practices that promote student academic success
- Knowledge and understanding of the needs of a diverse student population
- Strong oral and written communication skills
- Knowledge of *Success for All*, *Open Court*, or *Reading Mastery*

**Assignment and Salary (7 hour day)**

- Year Round Schools – A basis or B + Z (coaches in year-round schools must be willing to work a minimum of 3 weeks of Z-time)
- Single Track Schools – B basis (Z-time will be approved for coaches serving in year-round schools that do not have a coach or for coaches who are pre-approved to provide professional development for the District Reading Programs.)
- Teacher Preparation Salary Table
- Instructional Coaches will receive a salary differential equivalent to \$150.00 per pay period working on-basis.
- Assignment is temporary; program and positions are subject to review on an annual basis.

**Deadline: Ongoing until all positions are filled**

Interested applicants should submit the attached application, one-page **formal** letter of intent, a resume, and two letters of recommendation, one from the present principal/supervisor, and one other administrator. Selected candidates will be invited to an interview. Mail or hand deliver all materials to: District Reading Programs, 333 South Beaudry Avenue, 25<sup>th</sup> Floor, Los Angeles, CA 90017. NO faxes will be accepted.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.



8. Please prioritize the geographic area in which you would prefer to be assigned as an Instructional Coach, Elementary Literacy.

LOCAL DISTRICTS

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4
<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>	8

9. Do you have a school that has requested you as the literacy coach? If so, which one? \_\_\_\_\_

10. Please list any special credentials or certificates of completion for specialized training you have which are pertinent to the literacy coach position.

---

---

---

---

11. Please submit this application with your resume, a **formal** letter of intent, and two letters of recommendation on letterhead from your present principal/supervisor if not at a school and another administrator to: The District Reading Programs, 333 South Beaudry Avenue, 25<sup>th</sup> Floor, Los Angeles, California 90017. **Your letters of recommendation must be from the two most current supervisors you listed in #7 – Certificated Experience.**

12. Signature \_\_\_\_\_ Date: \_\_\_\_\_