

ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Mr. Joel D. Mahaffey



Dawn Cook
Corporation Treasurer

Arnita Heyerly
Director of Human Resources

Kelli Fuhrmann
Secretary to Superintendent

Notice of Vacancy

Date: April 2, 2023

Position: Elementary Literacy Instructional Coach

Starting Date: Upcoming School Year

Job Summary: This position provides support and guidance for instructional staff by focusing on individual and group professional development.

Qualifications:

- Valid Indiana Teaching License
- Master's Degree in Education preferred
- Experience working with elementary school level curriculum and standards
- Knowledge of primary instructional strategies and interventions
- Have demonstrated leadership qualities

Essential Functions:

- Facilitate the intellectual and professional development of teachers with a focus on improving student achievement
- Participate in the development of educational strategies
- Communicate and demonstrate research-based instructional practices that result in increased student performance
- Provide individualized, classroom-based coaching with instructional staff to support them in implementing good instructional practices (observe and meet with teachers, providing them feedback and support)
- Provide support in analyzing student assessment data, meeting with teachers after assessment cycles to create an action plan



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- Assist teachers with instructional decisions and specific classroom activities based on assessment data
- Assist in the creation of instructional materials that are in alignment with curriculum
- Provide resources related to instruction and curriculum
- Provide assistance in researching instructional and/or curriculum issues
- Train and update instructional staff on key instructional issues
- Observe work of instructional staff to evaluate performance and recommend changes that could strengthen teaching skills

Other Functions:

- Model effective, differentiated instruction
- Encourage ongoing professional growth
- Provide encouragement and emotional support to instructional staff
- Participate in appropriate professional activities
- Attend regular professional development for professional growth
- Other duties assigned by the Elementary Principal and/or Superintendent

Terms of Employment:

- Commensurate with experience
- 183 Day Contract

Posting Deadline:

Those interested in applying for this position may do so by submitting an application (the application for a certified position can be found on www.accs.k12.in.us), cover letter, resume, three (3) current letters of recommendation and official college transcripts (undergraduate & graduate) to:

*Adams Central Community Schools
Attn: Director of Human Resources
222 West Washington Street
Monroe, IN 46772*

- Submission of materials may also be sent via email at: hr@accs.k12.in.us
- For consideration, all materials must be received by April 21, 2023



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