

Job Description for Manor TOSA – Collaborative Coach

The goal of the Manor TOSA position is to support all collaborative teams in the development of a guaranteed, viable curriculum that provides opportunities for all students to access tier 1 instruction, and those in need of tier 2 and 3 supports or extensions because of collaborative data analysis, reflection, and targeted instruction, for all students to learn at high levels. This coach will build capacity among teacher leaders to facilitate and participate in highly effective collaborative teams responding to the four essential questions:

1. What do students need to be able to know and do?
2. How will we know if they have learned it?
3. How will we respond when students do not learn?
4. How will we extend learning to students who are already proficient?

Teams will be led to focus on high levels of learning, a collaborative culture and results orientation.

Role and responsibilities:

- ❖ **Act as point of contact** for all collaborative team facilitators – grade level leaders, standards leaders, or anyone else who is taking on the role of facilitator in collaborative meetings- building capacity of highly effective collaborative teams. Attend every collaborative meeting to assist with tools and alignment across grade levels. It is not the role of the TOSA to be the facilitator, yet they may do so occasionally upon request of the team.
 - Support collaborative teams as needed with training or problem solving, in conjunction with Director of PD.
 - Provide resources for protocols, process and instruction as needed.
 - Provide feedback
 - Ensure PLC fidelity
 - Work closely with building level leadership team, administrators, and the Director of Professional Development in development and implementations of all things PLC.
- ❖ **Monitor and support work of collaborative teams.**
 - Support teams with identifying essential standards, clarifying proficiency, establishing common pacing, and developing common formative and summative assessments.
 - Assist teacher teams in creating, administering, interpreting, and analyzing data of both common and summative assessments
 - Facilitate the guiding coalition: collaborate with grade level and standards leaders to support vertical alignment and best practices of the PLC process.

- Collaborate with the intervention team and coordinate intervention practices and procedures for multitiered systems of support. Assist teacher teams in developing and implementing extensions and interventions.
- ❖ **Support work of teachers and paraprofessionals**
 - Model best practices, consult on planning lessons, support consistency across grade levels and/or throughout the building. Take charge of implementation of the LEARN model or something to further support consistent Tier 2 instruction.
 - Train paraprofessionals to implement instructional support tailored to specific student needs.
- ❖ **Continue to learn and engage in Professional Development**
 - Develop expertise on PLCs at work as well as effective, evidence-based instructional practices.

Qualifications:

- Certified Elementary Teacher with experience.
- Teacher leadership experience
- Knowledge of the PLC process and experience with implementation
- Attended national and local PLC training
- Understands how to interpret data and use results to improve instruction.
- A person who takes initiative, is collaborative, and takes responsible risks.

Notes:

A major element of the position this year has been coaching (Tier 1 best practices [core instruction, remediation, and enrichment], organization and development of learning targets for Tier 2 with data analysis, integration of Tier 3 targets into the classroom) --> the most requested areas have been writing and math

Teachers often request 1:1 co-planning sessions to discuss their students' learning profiles and needs/concerns (I'll often work with kids individually to assess their proficiencies/establish logical next steps and coach teachers on when/how to implement these next steps in their core instructional time)

Another element is the "behind the scenes" technology management (development of common formative/summative assessments and rubrics in eDoctrina, spotlighting data reports from eDoctrina to determine trends and needs) --> schoolwide data organization through Shared Data.