



WAVERLY COMMUNITY SCHOOLS Position Announcement

Job Title:	Instructional Coach		
Location:	Winans Elementary	Start Date:	August 2025
Salary Range/ Level:	\$45,456- \$86,442 - As per the salary schedule contained in the WEA Master Agreement	Terms of Employment	School Year
Date Posted:	March 14, 2025	Application Deadline:	April 30, 2025 @ 4 pm
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at) Instructional Coach Winans Ele 2025-26</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917 		

Job Description

SUMMARY OF POSITION:

Provide coaching to certified staff to improve instructional practices and student achievement. Focus will be on implementation of best instructional practices in all subjects, analysis of district student data, and use of data to inform instructional decisions.

ESSENTIAL JOB FUNCTIONS - *Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:*

JOB FUNCTIONS:

- Provide coaching to assist schools in developing sustainable efforts with the implementation of tiered school wide systems for prevention, instruction, and intervention.
- Support the development of knowledge and skills for school-based leadership teams.
- Differentiate coaching supports based on each individual school’s understanding, readiness and current level of implementation of a three-tiered intervention model.

- Assist staff to understand and use data to make objective data-based decisions that match intervention to student needs.
- Train school staff on the use of research-based practices and evidence-based interventions.
- Model the implementation of instruction in elementary classrooms.
- Demonstrated organizational skills
- Good attendance
- Other responsibilities as assigned

REQUIRED QUALIFICATIONS:

- Valid Michigan Elementary Teaching Certification
- 5 years of successful classroom teaching
- Ability to use intervention strategies with struggling students
- Ability to analyze data and make instructional decisions
- Belief that all students can learn
- Ability to coach other certified staff members
- Must be willing to attend training sessions
- Knowledge of NGSS
- Demonstrated excellent computer skills
- Demonstrated excellent communication skills
- Knowledge and understanding of facilitating small or large group training
- Demonstrated ability to work as a member of the team
- Demonstrated ability to problem solve

PREFERRED QUALIFICATIONS

- Master's Degree in Elementary Education or Literacy

ADA REQUIREMENTS:

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually loud to moderate. The employee is directly responsible for the safety, well-being and work output of students.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.