



**Office of the Superintendent**  
New Haven Community Schools  
30375 Clark Street, P.O. Box 482000  
New Haven, MI 48048-2000

Telephone: (586) 749-5123 FAX: (586) 749-6307

**NOTICE OF VACANCY**

**K-5 Literacy Coach –**  
**Endeavour Elementary and Middle School**  
***Fulltime 1.0 Teaching Position Grant Funded Title I,II,IV***

**DATE POSTED:** REPOST – January 7, 2019

**Qualifications:**

- An unshakable belief in the potential of every child to achieve at high levels
- Bachelor's degree required
- At least five years of successful experience as a classroom teacher, preferably in various grades K-5, valid teaching certification required
- Experience working with at-risk students in a Title I setting
- Experience working with adult learners including developing and delivering professional development, data-driven coaching, and ability to model exemplary instructional and classroom culture practices
- Deep content knowledge and understanding of literacy standards and best practices
- Strong interpersonal skills, with a proven ability to build relationships with a wide variety of stakeholders, including teachers, students, parents, and administrators
- Outstanding organizational skills and the ability to juggle and prioritize many tasks and responsibilities at one time
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**Instructional Support:**

- Utilize a toolkit of coaching strategies that includes model lessons, co-planning and co-teaching, peer observation, and active coaching
- Serves as a resource to colleagues, providing expertise in assessment, differentiated instruction, best practices in literacy instruction.
- Support intellectual and practical preparation through unit and lesson planning.
- Lead weekly grade-level academic meetings to deepen teacher understanding of unit goals and analyze student work

**Curriculum Design:**

- Select high-quality, developmentally appropriate Michigan standards aligned curricular resources
- Lead teachers in maintaining the integrity of the ELA curriculum while continuously adapting to meet the needs of students
- Design and lead content-based professional development that builds teacher content knowledge and a repertoire of effective researched-based instructional practices

- Manage a portfolio of literacy assessments to track student progress and provide teachers with data on every domain of the literacy standards
- Facilitate data analysis with teams of teachers to identify trends, identify the root of student misunderstanding, and adapt instruction to support all students in making progress toward grade-level targets
- Manage the purchase and organization of all ELA curricular resources

**Collaboration:**

- Engage in team meetings, classroom learning walks, data analysis and action planning, and annual strategic planning on an as needed basis
- Inform on all school-level decisions that impact the literacy program
- Help plan school-wide professional development days
- Build trusting relationships with students, staff, and families

**TERMS OF EMPLOYMENT:**

School year as defined in the written agreement between the New Haven Board of Education and the New Haven Education Association. Start Date: Second Semester

**COMPENSATION:**

Appropriate placement on the salary schedule as defined in the written agreement between the New Haven Board of Education and the New Haven Education Association

**EVALUATION:**

Performance will be evaluated in accordance with the policy of the Board of Education and Administrative Guidelines.

**DEADLINE:**

**Internal Candidates** deadline is December 7, 2018 @ 3:00 pm

*\*internal candidates submit a letter of interest to the Superintendent*

*-Continued next page-*



**K-5 Literacy Coach -  
Endeavour Elementary and Middle School  
*Fulltime 1.0 Teaching Position Grant Funded Title I,II,IV***

**DEADLINE:** External Candidates deadline is January 11, 2019 @ 3:00 pm(or until filled)

Please send letter of interest, resume, transcripts, certificate and references **via email as one complete PDF file** to:

**Ms. Barbara VanSweden, Interim Superintendent  
New Haven Community Schools  
30375 Clark St. PO Box 482000  
New Haven, MI 48048-2000**

**Electronic submissions to: [newhavenhr@newhaven.misd.net](mailto:newhavenhr@newhaven.misd.net)**

For questions, please contact Danielle Ratajczyk @ 586-749-5123