



POSITION

Instructional Coach/Coordinator of Multi-Tiered Systems of Support (MTSS) and PLCs
Literacy and Math

MAEF Public Charter Schools (MPCS)
Mobile, Alabama

Reports Directly to: Director of Curriculum and Instruction

Salary: \$65,000.00 - \$75,000.00 a year

- Performance Incentives based upon network academic performance

Position Overview

ACCEL Academy, recognized throughout for its forward-thinking and progressive culture, is seeking two (2) Instructional Coach/Coordinators of Multi-Tiered Systems of Support (MTSS) and PLCs candidates-one for literacy, one for math. The Instructional Coach/Coordinator of MTSS and PLCs will work with teachers to improve the quality of their lessons, to build teacher capacity and their understanding of instructional practices, and to serve as a mentor and role model in perpetuating innovative teaching practices. The Instructional Coach/Coordinator of Multi-Tiered System of Support (MTSS) and PLCs will be responsible for planning, organizing, and developing network-wide multi-tiered systems of support, including the development of the following domains: Family & Student Engagement, Social-Emotional Learning & Relationships, Mental & Physical Health, Attendance & Intervention Monitoring, Positive Behavioral Supports & Restorative Justice, Academic Supports, and Basic Needs.

Essential Functions

- Provide direction and coordination for how the curriculum is taught consistent with Network initiatives and recognized best research-based instructional practices.
- Create an articulated schedule with building administration.
- Model lessons in classrooms.
- Oversee teachers' professional development that include individual and/or group learning opportunities for teachers.
- Build trust-worthy working relationships with teachers and administrators.
- Support, implement and assess various instructional programs and program effectiveness on student achievement.
- Assist teachers in creating materials that are in alignment with curriculum.
- Assist with the transition of students from middle school into appropriate educational placements through consultation and attendance at intervention planning meetings.
- Participate in pre-expulsion procedures for special education and Section 504 students, and provide expertise in consultation regarding Psychoeducational assessments.



- Collaborate and support the Special Education department to implement administrative functions and LEA decisions related to MTSS.
- Collaborate and consult with network coordinators and specialists to implement MTSS, as needed.
- Support sites with legal guidelines for standardized testing accommodations.
- Provide leadership in matters of ethics and confidentiality at the school site. ● In coordination and collaboration with Special Education, provides leadership to the site special education
- Facilitate instructional departments in the sharing of ideas to enhance pedagogy and create an environment conducive to learning
- Work collaboratively across departments to create a districtwide strategic plan for MTSS in Tiers I, II, and III under all domains (Family & Student Engagement, Social-Emotional Learning & Relationships, Mental & Physical Health, Attendance & Intervention Monitoring, Positive Behavioral Supports & Restorative Justice, Academic Supports, and Basic Needs); facilitating phased and leveled stages of implementation; providing ongoing MTSS implementation guidance and support to site MTSS teams; coordinating ongoing check-ins between.

Ability to:

- Assume a leadership role.
- Multitask and adhere to deadlines.
- Be self-motivated.
- Facilitate meetings and professional development opportunities.
- Exhibit knowledge using a variety of assessment tools.
- Exhibit knowledge of researched-based instructional strategies that engage all students.
- Embrace the use of data to inform instructional planning and practice.

Knowledge of:

- Ethical guidelines applicable to the position.
- Federal, state, and local laws, rules, and regulations pertinent to the position.
- Principles of professional development and training
- Effective communication practices and skills including utilizing technology effectively
- Mental health systems, structures, programs, services, and resources in schools
- Curriculum design, planning, development, implementation, and evaluation

Required Qualifications:

- Excellent written and verbal communication skills.
- Experience with teacher coaching and evaluation.
- Master's degree from an accredited educational institution. Certification in Leadership, Administration, or Supervision.
- 5 years of supervisory and/or administrative experience
- Experience in assessing the effectiveness of acceleration programs and services
- Must meet background clearance requirements.



Terms:

Twelve (11) month, 222-day contract with salary as established by the Board in terms of the Administrative Provisions and based on experience and qualifications.

Salary: \$65,000.00 - \$75,000.00 a year

- Performance Incentives based upon network academic performance

Benefits: Full-time employees receive health benefits through the Alabama Public Education Employees' Health Insurance Program (PEEHIP) and retirement benefits through the Alabama Teacher Retirement System.

The board members seek a transformational educator who will lead the personalized learning environment. All interested candidates should apply by adhering to the following steps:

1. Email your resume and cover letter to:

jobs@accelacademymobile.com.

Note: Your cover letter must include a response to the following essay question: In 100-400 words, please explain why you are an excellent candidate to lead ACCEL Academy, including any experience and specific data/accomplishments that will demonstrate your ability to meet and/or surpass the goals and mission of ACCEL Academy.

2. All correspondence regarding your application will be emailed to the email address you place on your resume. Please make sure you enter your address correctly and check your email regularly. If your email account utilizes a SPAM filter, it is your responsibility to identify "[@accelacademymobile.com](mailto:jobs@accelacademymobile.com)" addresses as "safe" so that you are able to receive email messages from these addresses or save this email address as a contact.
3. All inquiries regarding this position should be emailed to jobs@accelacademymobile.com.

Candidates will be evaluated according to their qualifications and professional accomplishments with an emphasis on adherence to the application process.

The community and students we serve are diverse, and we are committed to reflecting that diversity in our staff. We strive to have the most diverse applicant pool possible. Thus, we encourage individuals of all backgrounds to apply for any position at ACCEL Day and Evening Academy. By fostering a diverse and inclusive environment, we provide the best educational experience to prepare our students for a future reflective of the world in which we live.

ACCEL does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the network are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.



Alabama school boards are required by state law to verify the employment eligibility of newly hired employees using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.

I have read and understand this job description. My signature acknowledges that I can perform this position's essential functions with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____