

## **Instructional Leader (Curriculum Coach / Master Teacher)**

Preschool Expansion Program Sample Job Description: The Instructional Leader will support classroom education staff (teachers and teacher assistants) through embedded professional development practices and individualized professional development plans to refine their practices, improve instructional quality and achieve mastery as early childhood professionals.

### **Key activities:**

#### **Curriculum and Assessment**

- Ensure that the program selects a high-quality, research-based curriculum in alignment with the Illinois Early Learning Standards (IELDS).
- Ensure that the program selects an authentic assessment tool that aligns with the curriculum.
- Manage program implementation of selected curriculum, assessment tool and any supplemental materials. Align program practices and standards to support quality implementation.
- Coordinate teacher training (teacher and teacher assistants) on the selected screening tool, curriculum, and assessment tool.
- Provide support to classroom education staff in creating lesson plans that align to the curriculum and the IELDS and reflect developmentally appropriate practice. Provide teachers with timely feedback and recommendations.
- Support the analysis of program and classroom level data, (assessment, monitoring, etc.) as a driver of program quality and instructional excellence.

#### **Instructional Quality and Professional Development**

- Identify professional development opportunities offered by funders, regional professional development providers and conferences that align to teaching staff goals and needs and bring new and emerging best practices into the program.
- Develop and facilitate a professional learning community focused on instructional excellence.
- Provide a professional development plan addressing issues of English Learners, cultural diversity, and inclusion.
- Support and facilitate teaching staff on individual professional development plans.

#### **Observation and Coaching**

- Conduct regular observation in all assigned classrooms and maintain records; support peer observation and learning between classrooms/sites.
- Engage education staff in individual and group reflective coaching to discuss observations and develop a plan to strengthen challenging areas and build on areas of strength.
- Identify resources and materials that will support instructional quality and integrate them into program practices.
- Develop internal systems and procedures that advance instructional quality

#### **Qualifications**

Bachelor's degree in child development or early childhood education and specific early childhood experience and expertise in serving at risk and culturally and linguistically diverse children.

Preference given to individuals with experience and/or training on coaching and reflective practice.