Sunshine Cottage School for Deaf Children / Job Description

Job Title: Coordinator of Instruction and Educational Resources

Position Status: Exempt

Last Updated: April 2021

Broad Function

Coordinator of Instruction and Educational Resources will provide instruction and guidance to professionals as it pertains to the implementation of all CASLLS resources, serve as an instructional coach to classroom teachers regarding student improvement in language acquisition and academics, and serve as a bilingual consultant/coach to classroom teachers serving our ESL students. Additionally, Coordinator of Instruction and Educational Resources will support professionals via consultations, trainings, and/or workshops relevant to educational products developed/published/owned by Sunshine Cottage School for Deaf Children.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

* Collaborate with administrative team and grade level teams regarding curriculum alignment with state standards, instructional practices, and assessments.
* Assist administrative team and teachers with analyzing data to drive instruction.
* Provide instruction and guidance to professionals (both in-house and outside of SSC) regarding implementation of CASLLS (Language, Reading, and Writing).
* Plan, organize, and conduct teacher trainings or workshops pertaining to CASLLS and other educational needs relating to language acquisition, literacy, and/or academics.
* Mentor and coach teachers in building their capacity to effectively utilize instructional practices and teaching strategies to improve student outcomes to include ESL students.
* Sustain or enhance current educational products, including eCASLLS, by supervising on-going revisions/editions.
* Build strong relationships with clients/organizations purchasing and implementing SSC Educational Resources within their organization.
* Continue to market SSC Educational Products, beginning with Region 20, ESC centers within state of Texas and special education departments within the city of San Antonio – then expand to other states within US. Goal is awareness of CASLLS (language, speech, reading, and writing; as well as, other educational resources developed and published by SSC.)
* Collaborate in shared decision making with other professionals in various departments for purposes of improving student outcomes and educational resources/products.
* Perform or complete any tasks related to demands of the Educational Resources Department and student learning within the Sunshine Cottage day school, preschool – 5th grade.
* Plan for and Exhibit SSC educational products at state or national conventions.

**Skill Sets**

* Ability to plan, organize and work on several concurrent projects by prioritizing work assignments
* Ability to create word files, excel spreadsheets, power points, tables, etc.
* Ability to utilize technology
* Ability to communicate in a professional manner: spoken and written language
* Ability to facilitate meetings/projects
* Ability to work collaboratively and professionally with others
* Ability to generate contracts and complete any applications
* Ability to coordinate and present before an audience for trainings, workshops, and webinars
* Ability to operate within specified time-constraints/deadlines
* Willing to travel (via ground or air) to present, consult, and exhibit

**Qualifications**

To perform this job successfully, individual must be able to perform each essential duty satisfactorily and have a minimum of five years teaching experience in related field. Must have the ability to effectively research and provide quality results.

**Education**

* Master’s Degree in Education or curriculum
* Minimum of five years teaching with deaf/hard of hearing children in an auditory/oral setting
* Minimum of three years teaching experience in a public school setting (preferred)
* Experience with working in a bilingual program (preferred)
* Has taught, using the CASLLS as a roadmap for listening, language, and speech development
* Familiar with products at SSC or willing to learn and implement products

**Certificates, Licenses and Registrations**

* Teaching Certification in Deaf Education (auditory/oral emphasis)
* LSLS Cert. AVEd (preferred)
* General Education Teaching Certificate
* Any other certifications (plus, but optional)

**Physical Demands**

* While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hand to finger, handle, or feel; reach with hands and arms; talk; hear and have good vision. The employee must regularly lift and/or move 0-20 lbs or higher if required when packing/shipping for exhibits

Employee Name Employee Signature Date

Department Head Signature Print Date