

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Craig Stephenson, Chief Academic Officer

Date: June 9, 2025

Re: Action Memo
June 19, 2025 Board Meeting

Request Board approval of new Teacher Coach position. This position is new, but it will not be an addition to the 2025-26 budget. It will post internally, and the district will seek to transfer a current employee to this new role. (see attachment.)

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: Teacher Coach

QUALIFICATIONS: Minimum of a Bachelor's Degree from an accredited college/university. A minimum of four (4) years of successful teaching experience. Standard New Jersey teaching certification: additional certifications in reading or intervention preferred. Demonstrated expertise in literacy and/or math intervention strategies. Knowledge and/or training in multi-sensory approach to reading. Strong interpersonal and communication skills, with the ability to foster trust and collaboration among colleagues. Experience in data-driven instruction and instructional coaching preferred.

REPORTS TO: Supervisor of Basic Skills and School Principal

JOB GOAL/MAJOR FUNCTIONS:

The Teacher Coach will serve as both an instructional coach and Basic Skills Instructor (BSI). The Teacher Coach plays a dual role in advancing student achievement and instructional effectiveness across K-12 classrooms. This position combines a reduced teaching load with dedicated time for instructional coaching, with the primary goal of strengthening Tier I instruction and supporting the diverse academic needs of all students. As a BSI teacher, the individual will provide targeted instruction to students requiring additional academic support in alignment with district curriculum and NJ Student Learning Standards. As an instructional coach, the individual will collaborate with teachers to build capacity in evidence-based instruction, including multi-sensory approach to reading instruction and data-driven instruction. This position is non-supervisory and does **not** include the evaluation of colleagues.

Instructional Coaching (Tier I Support)

1. Support teachers in implementing effective, differentiated Tier I instructional strategies to meet the diverse needs of learners.
2. Model, co-plan, and co-teach lessons that incorporate accommodation and modifications for students with varied learning profiles.
3. Facilitate data analysis and collaborative planning to inform instructional decisions and promote a data-based culture.
4. Promote reflective practice through coaching cycles, professional learning communities (PLCs), and individual coaching conversations.
5. Provide ongoing support in implementing standards-aligned curriculum and instructional programs, including multi-sensory approach to reading where applicable.

6. Foster a collaborative, growth-oriented environment focused on instructional improvement.

Basic Skills Instruction (Tier II Support)

1. Deliver targeted small group instruction to students identified for supplemental academic support, focusing on foundational literacy and/or mathematics skills.
2. Monitor and document student progress, adjusting instruction based on formative assessment data.
3. Collaborate with classroom teachers to ensure alignment between core and intervention instruction.
4. Communicate regularly with students, parents, and administrators regarding student progress and goals.

TERMS OF EMPLOYMENT:

This is a ten (10) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.