



**CONTRACT POSITION: Elementary Instructional Coach**

**INFORMATION**

Department:	Education Language, Literacy, & Professional Development
Location of Work:	Southeast Alaska
Application Deadline:	Applications will be accepted and processed on a rolling basis.

**OVERVIEW OF TASK/WORK**

Sealaska Heritage Institute (SHI) is seeking individuals to serve as Elementary Instructional Coaches in Southeast Alaska elementary schools. Coaches will work with the Raven Writes and/or Voices on the Land grant programs, providing Raven Writes curriculum implementation and arts & literacy integration support to K-5 grade educators. Communities served include Juneau, Klukwan, Hoonah, Yakutat, Hydaburg, Kake, and Angoon. Coaching may involve a hybrid of in person and virtual coaching. Quarterly site visits to assigned communities are required. Travel via small plane or ferry is required.

**SCOPE OF WORK**

1. Provide instructional coaching to K-5 educators in designated elementary schools, with a primary focus on Raven Writes curriculum implementation and arts & literacy integration support.
2. Use coaching models and work with educators as a group and one-on-one in their classrooms to ensure success.
3. Provide initial teacher training for unboxing the Raven Writes Kits.
4. Provide support to teachers in administering writing assessments and analyzing and scoring student writing.
5. Lead teachers through Action Research to document and improve literacy instruction.
6. Provide support to teachers in implementing new learning strategies, specifically culturally responsive teaching strategies.
7. Provide training and support to educators during school Professional Learning Communities (PLC), early releases/late starts, and in-services.

8. Regularly observe instruction in classrooms via site visit or online platform.
9. Model teaching for teachers and debrief.
10. Observe teachers and provide feedback in a timely manner.
11. Attend necessary training and professional development, with prior discussion with the program manager (Pre-Conference, CRE Conference, Instructional Coaching, ThinkSRSD, Focus 5, SHI Cultural Orientation Course, etc.).
12. Create own schedule based on availability, working closely with school principals, teachers, and SHI Staff.
13. Meet with SHI staff and coaches weekly to discuss activities and progress.
14. Provide data to SHI staff regarding grant goals and objectives.
15. Provide support and feedback to SHI Coaches in implementation of the Raven Writes curriculum and adaptations for rural shared experiences.
16. Provide data to SHI staff regarding grant goals and objectives, such as pre and post writing assessments utilizing the thinkSRSD writing scales.

## **REQUIRED SKILLS**

- Excellent verbal, written, and interpersonal communication skills.
- Ability to work well on own initiative and within a team.
- Knowledge of federal and state requirements and district policies related to teacher quality, student achievement, and parent involvement.
- Evidence of improving student achievement in his/her classroom.
- Experience in scientifically research based instructional practices and strategies.
- Demonstrated ability to provide effective literacy instruction.
- Understanding in other content areas such a math, science, and technology.
- Knowledge of content in language arts and math and/or science.
- Demonstrated skills in analyzing and using data for instructional decision-making.
- Interpersonal, problem solving, communication and organizational skills required to effectively facilitate coaching and professional development.
- Ability to design and implement high quality professional development for teachers/staff.

## **PROJECT/CONTRACTOR TIMELINE**

The selected Instructional Coach is expected to commit to the Project until May of 2027. This contract should begin as soon as possible and be completed no later than July 31, 2027.

## **NECESSARY KNOWLEDGE & EXPERIENCE**



- Knowledge of Alaska Native culture and education.
- Bachelor's degree required, education degree preferred.
- Five years of successful teaching experience.
- Previous instructional coach experience preferred.
- Knowledge of teaching strategies for diverse students.

**To Apply:** Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: a written proposal that documents why you are qualified to do the work, three references from others who have worked with you on projects like this, outline of your experience as it relates to this work.

If you have any questions regarding this contract position, please contact If you have any questions regarding this contract position, please contact the following:

Danielle Hass, Voices on the Land Program Manager - [danielle.hass@sealaskaheritage.com](mailto:danielle.hass@sealaskaheritage.com)

Tina Peyerck, Raven Writes Program Manager - [tina.peyerck@sealaskaheritage.com](mailto:tina.peyerck@sealaskaheritage.com)

