

Lower School Instructional Coach-Literacy

The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

The Academy of the Sacred Heart is seeking a **full-time Literacy Coach for prekindergarten through fourth grade**. The Instructional Coach as a faculty member is directly accountable to the Division Head. S(he) works with the Division Head, Dean of Students, students and parents to ensure that the spirit and the life of the school reflect the *Goals and Criteria* of Sacred Heart education. S(he):

- Understands, embraces and implements the school's mission and philosophy as written in the *Goals and Criteria*; participates in the Christ-centered life of the school; and models the school's philosophy in working with students, parents, colleagues and administration.
- Works with the Division Head to execute responsibilities relating to the academic program and classroom management.
- Agrees to be a Division team player who daily and weekly collaborates to plan and share ideas.
- Maintains a cooperative attitude of working together with the Division Head, teachers, volunteers, and parents in planning and implementing activities.
- Assists in assessing each child to determine the child's strengths and areas in which each child may need help.
- Attends and participates in the following: chapels, liturgical functions, retreats, faculty/department/in-service meetings, assemblies, parent assemblies, and other school functions, as requested.
- Maintains professional currency by yearly participation in the professional development program (which includes opportunities for attendance at conferences, workshops, and educational meetings, and for advanced degree coursework) and by regular reading of educational journals and discipline-related materials.
- Agrees to fulfill the terms of the contract of employment.

Preferred Qualifications

- Bachelor's degree
- A deep level of understanding of Teacher College Reading and Writing Workshop
- Participation in comprehensive literacy training
- Evidence of success in working with adult learners
- Evidence of strong interpersonal skills
- Evidence of strong written communication and presentation skills



- Evidence of strong planning and organizational skills
- Evidence of successful leadership in reading and writing content at a grade level, building level or district level
- Experience in conducting reading and writing staff development
- Experience in mentoring/coaching teachers
- In-depth knowledge of a variety of reading and writing instructional strategies
- A strong commitment to team collaboration through Professional Learning Communities
- A visionary and self-motivated work ethic

Application Process

Applicants should submit the following to Melissa Provenzano at mprovenzano@ashrosary.org.

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses and telephone numbers of three references from current and/or former direct supervisors. (We will obtain permission from candidates before contacting references.)

The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.