



## Universal Design Coach

The Education Achievement Authority of Michigan is a new statewide school system that is responsible for the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and will be expanded to include low performing schools throughout Michigan as new schools are assigned by the Michigan Department of Education.

**JOB TITLE:** Universal Design Coach

**REPORTS TO:** Deputy Chancellor, Instructional Support and Educational Accountability

**POSITION SUMMARY:** The EAA of Michigan is seeking one highly qualified and high effective teachers to assist teachers and supervisors in providing effective implementation of Universal Design Instructional Strategies for all students. In collaboration with central office supervisor and building level principals, program supervisor, the Universal Design Coach provides support in developing programs, modeling best practices, and working with instructional staff. The successful candidate assists in positively impacting student achievement, participating in continuous school improvement efforts and providing instructional coaching, training, and support that is aligned with district curriculum. He/she provides support that is based on the goals and identified needs of individual teachers, students and the school districts. This is a one-year position.

### **Duties and Responsibilities:**

The list below represents the fundamental job duties and accountabilities of the employment position the individual holding the position must be capable of performing. The Deputy Chancellor or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable scope of the appropriate professional job function.

#### **Establishes cooperative and effective working relationships within the educational community:**

- Provides support, mentoring and assistance to members within the educational community.
- Participates as a member of various school district Professional Learning Community activities.
- Provide program orientation
- Communicates through meetings, e-mails, phone calls, etc.

#### **Provides instructional leadership**

- Provides mentoring, support and assistance to classroom teachers.
- Serves as a resource for identification of instructional strategies, materials, and interventions to address diverse learning needs.

- Assists teachers in designing, delivering, and assessing instruction.
- Provide demonstration lessons and coaching for content teachers in specified content areas.

### **Supports the implementation of research-based curriculum and materials**

- Obtains and aligns materials needed for implementation of curriculum.
- Schedules and assists with state and benchmark assessments.
- Assist with curriculum mapping for academic subject areas.
- Assists in modifications and adaptations of the curriculum, environment and instructional delivery.

### **Supports the use of technology with staff**

- Provides assistance with operating hardware and various software and web-based programs.
- Provides support in the use of assistive technology to enhance instructional delivery.

### **Attends and/or provides professional development activities and support**

- Participates in professional development activities to continually upgrade knowledge and skills and to fulfill job requirements.
- Maintains professional skills and knowledge through reading, listening or viewing current literature/research and joining professional organizations.
- Participates in developing and delivering trainings to teachers, administrators, aides, parents, agency staff, etc.

### **Complies with Federal, State and Local Regulations and Policies**

- Accurately completes all required paperwork within the designated timelines.
- Utilizes all resource materials (i.e. Standard Operations Procedural Manual, Employee Handbook, website, district policies, etc.) to complete necessary paperwork, maintain professionalism, and to avoid potential violations.
- Cooperates with Federal, State and local agency personnel during Compliance Monitoring and/or Dispute Resolution activities.

### **Required Qualifications**

- a valid Michigan teaching certificate in elementary or secondary education
- a Master's degree or higher preferred
- at least three years' teaching experience.

<b>FILING DEADLINE:</b>	Posted until filled
<b>SALARY:</b>	Commensurate with experience.
<b>LENGTH OF WORK YEAR:</b>	220 days pro-rated based on number of days after being hired
<b>EFFECTIVE DATE:</b>	Immediately

**METHOD OF APPLICATION:**

All interested candidates should submit a letter of interest and current resume to:

[Eaajobs@eaaofmichigan.org](mailto:Eaajobs@eaaofmichigan.org)