

**Richland Parish School Board
Job Description**

TITLE: Executive Master Teacher (EMT) and Residency Coordinator

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Valid Type A/Level 2 Teaching Certificate and which includes three years of successful teaching experience; Master's Degree preferred; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Assigned supervisor(s) and/or Superintendent

JOB GOAL: To support the pipeline of effective teachers by driving NIET-aligned instructional improvement through job-embedded coaching, professional learning, and teacher residency coordination. The EMT promotes implementation of high-quality interventions, use of Tier 1 curriculum, and data-driven instruction to ensure all students reach grade-level standards.

TERMS OF EMPLOYMENT: 9 Month with 10th optional month (i.e., daily rate of pay 10 days prior and 10 days after the contracted year)

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Lead implementation and support of NIET best practices:
 - Facilitate ongoing, job-embedded professional learning aligned to cluster cycles.
 - Model lessons and lead demonstration teaching aligned with Louisiana Literacy and Math Pillars.
 - Collaborate with school and district leadership to support school improvement planning.
2. Serve as a key instructional leader:
 - Analyze data to guide cluster plans, professional development, and instructional adjustments.
 - Monitor instructional goals for coaches, teachers, and students using observation and feedback.
 - Document coaching cycles and development efforts in alignment with NIET structures.
3. Support teacher development and evaluation:
 - Observe and provide feedback to teachers based on Louisiana rubrics.

- Mentor and coach school-level instructional coaches and teacher residents.
 - Coordinate professional learning focused on effective instruction, lesson planning, and assessments.
4. Manage and support instructional coaching systems:
- Develop and monitor district-wide coaching timelines and cycles of development.
 - Ensure alignment of coaching and cluster meetings to state content priorities and Tier 1 curriculum.
 - Support fidelity of small group instruction and high-dosage tutoring.
5. Coordinate and lead the teacher residency program:
- Serve as liaison to teacher preparation providers and fulfill adjunct/training roles as needed.
 - Recruit and support teacher residents and mentor teachers.
 - Provide guidance and training for residents' development cycles.
6. Participate as a member of the instructional leadership team as needed:
- Collaborate with school leaders to create structures and schedules that prioritize instructional time.
 - Attend and contribute to district-level instructional leadership team (ILT) meetings.
7. Facilitate and attend professional development:
- Attend required training and obtain and maintain evaluator certification.
 - Develop and deliver coach training aligned to NIET expectations.
 - Serve as an evaluator and observe educators as designated by Bulletin 130.
8. Communicate effectively with stakeholders:
- Lead or support up to three community-based Math/Literacy events annually.
 - Coordinate with school leaders on communication efforts (e.g., newsletters, social media, events).
 - Foster relationships with families to support student learning.
9. Ensure compliance with instructional policy and assessment:
- Support district-wide implementation of universal screeners and platform-based reporting.
 - Ensure compliance with all required legislative acts.
 - Maintain documentation of coaching, training, and intervention implementation.
10. Perform administrative duties in support of instruction:
- Maintain office systems and inventory.
 - Monitor planning, implementation, and progress reporting.

11. Exhibit professionalism and support district goals:

- Demonstrate leadership, integrity, and belief in the potential of every student and adult.
- Communicate consistently, manage time effectively, and complete tasks with minimal supervision.
- Participate in district initiatives, maintain confidentiality, and follow board policies and procedures.

Professional Responsibilities:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district expectations, policies, and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or

conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____