



## Training Support Specialist Roles and Responsibilities

### Summer Training

- Review and be able to articulate the Vision and Mission for the Indiana Literacy Initiatives.
- Actively participate in training across the project focused on instructional coaching and effective literacy teaching and learning.
- Support facilitation for the Indiana Literacy Cadre coaches and administrator training.

### Ongoing Coaching Support

- **Develop and maintain supportive relationships with school administrators, instructional coaches, and school faculty.**
- **Share TSS Roles and Responsibilities document with leadership and coaches of our Indiana Literacy Cadre schools.**
- **Visit participating schools in person at least once per month in order to support alignment with science of reading and cadre instructional coaches; visits may include, but are not limited to**
  - observations of K-3 literacy instruction
  - collaboration with the cadre coach to support curriculum instruction and assessment
  - collaboration with the cadre coach to support student centered coaching
  - collaboration with administration to support data driven decision making
- **Support school administrators in their goals for continuous school improvement in early literacy.**
- **Review and analyze school data** and serve as a thinking partner with school staff related to continuous improvement of early literacy.
- **Plan and lead or co-lead professional development that is responsive to needs at the school level** when requested.
- **Host at least one, virtual 1:1 meeting per month to**
  - **review curriculum, instruction and assessment related to research-based reading instruction and**
  - **support student centered instructional coaching - mini and full cycles that include data-driven outcomes and**
  - **review class level, grade level progress monitoring data and**
  - **review and analyze local formative assessment data during interim assessment windows**
- **Conduct a minimum of 3 contacts with coaches each week**, including emails, phone calls, or written notes.
- **Provide monthly feedback to the cadre core team regarding the implementation of instructional coaching support** using the data collection instruments which inform the Indiana Department of Education.
- **Actively participate in the Collaboration Network designed** to strengthen instructional coaching practices and



pedagogical knowledge related to literacy; occasionally facilitate small group discussions during professional development sessions.

- **Provide oversight, monitoring, and problem-solving support for coaches in implementing the goals of the project** guided by the assurances and approved by the project's CORE team.
- **Provide ongoing support and training for coaches**, including specific feedback regarding effective data-driven instructional coaching practices and plan or facilitate effective professional development for cadre schools.
- **Be familiar with current research and curricular resources provided by the project** or seek support to that end.
- **Develop effective coaching skills and engage in professional development** organized for TSSs, including engagement in professional readings.
- **Understand and efficiently implement the defined and approved escalation protocol.**

## Data Collection and Reporting

- **Attend virtual, monthly meetings with the Literacy Project Manager (LPM).**
  - summarize any onsite school visit
  - summarize coaching work and professional development discussed in the Collaboration Network meetings to build relationships with corporation administrators
- **Routinely consult with the LPM or TS**, seeking cadre support where needed.
- **Review feedback from coaches for any actionable items** and report needs and subsequent actions to LPM.
- **Assist with recruitment of schools** project under the direction of the Core Team.
- **Actively participate in all mandated training and meetings and follow all policies** as established by the employing ESC.
- **Maintain the coaching data dashboard.**
  - documentation of contact with coaches each week
  - documentation of interactions with principals on a monthly basis

## Other Duties

- Remain committed to learning new strategies for coaching, teaching, and learning.
- Seek out constructive feedback that helps improve practice.
- Support TSS colleagues through forming professional relationships, asking for assistance when needed, and providing assistance when asked.