



## INSTRUCTIONAL COACH

### Qualifications:

1. A Bachelor's Degree and teacher certification.
2. Five years of successful teaching experience.
3. Experience providing professional development to classroom teachers.
4. Record of expertise, knowledge, and successful implementation of effective instructional practices.
5. Experience with performance-based assessments.
6. Exceptional interpersonal and communication skills.
7. Proficiency in all areas of instructional and professional technology.
8. Such other alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports To:** District Supervisor of Curriculum and Instruction.

**Job Goal:** The primary role of the Instructional Coach is to visit classrooms and coach teachers of students in all grades and subject areas, using reflective practice to improve instruction. Specific responsibilities are included, but are not limited to:

### Duties and Responsibilities:

1. Visit classrooms on a regular basis to coach and provide feedback to teachers to improve teaching practices through the reflective cycle.
2. Provide demonstration lessons to model effective instructional strategies and assessments.
3. Provide research-based materials for use by the District departments, schools, teachers, and parents.
4. Plan specific goals and training opportunities to improve weak areas identified from structured observation evaluations (aggregated data), curriculum developer reports, performance-based assessment results and other information sources.
5. Confer with supervisors to coordinate, articulate, and provide professional development for all staff.
6. Provide individualized follow-up support to the teacher's level of development and plan small group meetings/trainings for teachers with similar needs.
7. Support implementation of performance-based assessments to ensure reliable collection of student information through portfolio review meetings and professional development.
8. Participation in professional development activities to maintain and enrich professional skills and knowledge.)
9. Coordinate with intervention and referral teams (I&RS), regarding requesting assistance for children with challenging behaviors.
10. Confer regularly and serve as a member of the intervention and referral teams (I&RS), by ensuring that the results of the performance-based assessment along with other information is shared with teaching staff.
11. Assist in planning district wide parent involvement activities.
12. Provide technical assistance and recommendations regarding curriculum, instructional materials, professional development, assessment, co-curricular and extra-curricular activities.

13. Instructional Coaches with specific expertise (e.g. inclusion, bilingual education, mathematics, literacy) should provide consultation to district leadership team.
14. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.
15. Administer diagnostic assessments for individual students in coordination with intervention and referral teams (I&RS) and administration.
16. Conduct short-term small group instruction for identified students with the purpose of determining effective instructional strategies and interventions.
17. Conduct after-school support meetings for non-tenured certified staff.
18. Develop co-curricular programs and events to promote learning and student achievement.
19. Participate in meetings and professional development before and after the school day.
20. Serve as a member of school and District committees and planning teams.

**Terms of Employment:** 10-Month Position (September 1<sup>st</sup> through June 30<sup>th</sup>)

**Salary:** Based on the Board-approved rate

**Evaluation:** Performance of this position shall be evaluated in accordance with Board Policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: 2-14-2023**