

## **Job Description**

**Position:** Instructional Coach

**Location:** Mandaree School

### **Primary Duties and Responsibilities:**

1. Carry out all the requirements of the school district's Reading and Math Programs.
2. Serve as chair of the Reading Program Team; act as team leader in the absence of the principal.
3. Be a leader for the school and the staff in the school district's Reading and Math Programs.
4. Plan for both the formative and summative evaluation of the Reading Program for the district.
5. Work with the teachers in developing Reading improvement strategies for all teachers.
6. Assist teachers in scheduling their reading block of uninterrupted reading and additional tiered reading minutes as needed for reading intervention.
7. Assist teachers in scheduling their math block for mathematics instruction.
8. Utilize the "train the trainer" model with the staff in the area of professional development.
9. Provide for the continued growth of the staff in effective reading practices.
10. Provide for the continued growth of the staff in effective math practices
11. Coach the staff in improving their skills in the teaching of reading and mathematics.
12. Model effective teaching skills.
13. Direct/assist staff in using and analyzing assessments to improve reading instruction and achievement.
14. Organize and assist teachers with the intervention process in identifying students who are below grade level.

### **Skills and Knowledge**

1. Working knowledge of the NWEA system, is able to extract data for decision making, and is able to maintain student rosters.
2. Working with achievement data to identify strengths and weaknesses of students and the instructional program.
3. Other duties to be assigned by the building principal to benefit the students and the school in achieving instructional goal of the school.

### **Qualifications:**

1. Title I Credential
2. Valid North Dakota Teaching Certificate and meet the highly qualified teacher provisions set in the No Child Left Behind legislation.

### **Supervision Exercised:**

1. Classroom/Intervention students.
2. Other students in common student areas (hallways, cafeteria, gymnasium, etc.).
3. Paraprofessionals (if applicable).

### **Evaluation:**

1. Superintendent
2. NDCC guidelines