

INSTRUCTIONAL COACH JOB DESCRIPTION

Purpose: The Instructional Coach will work as a colleague with classroom teachers to support student learning. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about researched-base effective instruction. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

Responsible To: Building Principal and Director of Curriculum and Instruction

Payment Rate: According to Certified Salary Schedule

Benefits: According to the North Carolina Department of Public Instruction

Length of Employment: 10.5 months

Qualifications:

1. Master's degree preferred from an accredited college/university.
2. Current North Carolina Teaching License on file in the central office.
3. Minimum of five years of successful teaching experience.
4. Experience in researched-based instructional practices.
5. Proficiency with curriculum software.
6. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
7. Desire to continue career improvement.

Essential Functions:

1. Support the philosophy and vision of U.S.D. No. 230.
2. Facilitate the intellectual and professional development of teachers.
3. Create positive relationships with teachers and administrators.
4. Communicate and demonstrate researched-based instructional practices that result in increased student performance.
5. Communicate effectively with all members of the school district and community.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors and outdoors year-round.
5. Must work in noisy and crowded environments.

General Responsibilities:

1. Demonstrate willingness to assume leadership positions.
2. Demonstrate knowledge of researched-based instructional strategies that engage all students.
3. Provide organized, individual and/or group learning opportunities for teachers as needed.
4. Demonstrate knowledge using a variety of assessment tools.
5. Demonstrate a thorough knowledge of Common Core Curriculum and subject matter.
6. Provide support in analyzing student assessment data.
7. Assist teachers with designing instruction based on assessment data.
8. Assist teachers with specific classroom activities when requested.
9. Provide support for classroom motivation and management strategies.
10. Assist teachers in creating materials that are in alignment with curriculum.
11. Monitor intervention programs by observing and meeting with teachers.
12. Provide teachers Internet links related to instruction and curriculum.
13. Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
14. Provide assistance in researching instructional and/or curriculum issues.
15. Model lessons when appropriate.
16. Provide encouragement and emotional support to teachers.
17. Encourage ongoing professional growth for all teachers.
18. Manage time and schedule flexibility that maximizes teacher schedules and learning.
19. Work positively toward meeting identified district and building improvement goals.
20. Assist with development of district curriculum, instruction and assessments.
21. Develop and maintain a confidential, collegial relationship with teachers.
22. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
23. Obtain advance approval of the Principal/Director of Curriculum and Instruction for unique activities and expenditures.
24. Attend workshops/conferences to learn about new innovative instructional strategies.
25. Adhere to all district and building health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan and Building Crisis Plan.
26. Understand that job responsibilities may vary related to each building's needs.
27. Perform duties as assigned by the Principal and the Director of Curriculum and Instruction.