

INSTRUCTIONAL COACH

PURPOSE: To assist administration in implementing effective instructional practices in all district classrooms.

QUALIFICATIONS:

1. Bachelor's degree from accredited college/university.
2. Valid teaching license. Preferably Reading Specialist or Masters in math (or could be with emphasis in math) or masters in Curriculum and Instruction.
3. Five or more years of teaching experience.
4. Knowledge or and experience with results-based staff development.
5. Skillful at motivating and providing leadership at the district and building level.
6. Experienced with curriculum and effective researched-based teaching practices.

REPORTS TO: Building Leadership Team and/or Superintendent

SUPERVISES: Instructional Support Staff, Pre-K to 12 Math, Reading, and Behavior GEI/MTSS programs for the district (all buildings)

FULL/PART-TIME: Full-time or Part-Time

FSLA: Exempt

BOE APPROVAL: 9/9/2019

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assist with the implementation of the district's MTSS tiered curriculum.
2. Support the collection of district data related to the MTSS tiered system.
3. Provide ongoing job-embedded professional learning and support for teachers and paras.
4. Model, discuss, and cultivate best teaching practices.
5. Work with building and central office administrators to plan, deliver, and evaluate results based professional learning.
6. Analyze data on student performance/behavior to determine program effectiveness as well as to determine further professional learning.
7. Attend and participate, as requested, in trainings related to job functions.
8. Document observations, walk-throughs, trainings, and feedback discussions.
9. Display attitudes and behaviors that are aligned with the district goals and mission statement.
10. Meet with paras on a regular basis to support MTSS intervention implementation.
11. Meet with building administration regularly to monitor the implementation of coaching activities specific to the principal's building.
12. Recommend ways to adjust the curriculum to meet the needs of all students.
13. Integrate technology with instruction.
14. Identify resources and supplies needed to deliver instruction and provide coaching services.
15. Contribute to the IEP and GEI/ MTSS process for students
16. Help coordinate the district mentoring program.
17. Other duties as assigned by the superintendent or building principals.
18. Ability to analyze data.
19. Must travel between buildings.
20. Hours of work will vary with the needs of the job but will be equivalent to a 7.5-hour day.

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21. Works cooperatively with others.
22. Proficient with a variety of technologies (i.e. Windows operating system, Google Apps for Education, iPads, digital presentation tools, Microsoft Suite)
23. Resource Provider: To expand teachers' use of a variety of resources to improve instruction.
24. Instructional Specialist: To align instruction with curriculum to meet the needs of all students.
25. Classroom Supporter: To increase the quality and effectiveness of classroom instruction.
26. Learning Facilitator: To design collaborative, job-embedded, standards-based professional learning.
27. School Leader: To work collaboratively with the school's formal leadership to design, implement, and assess school change initiatives to ensure alignment and focus on intended results.

INSTRUCTIONAL TECHNOLOGY SPECIALIST ROLE AND RESPONSIBILITIES:

1. Build relationships with teachers.
2. Meet with grade level teams.
3. Meet with teachers during plan times to do project planning, one-on-one training, answer questions, share resources.
4. Model lessons for teachers- plan a lesson together then model good instructional practices and technology use.
5. Co-Teach lessons.
6. Assist in lessons to provide support while learning to integrate technology.
7. Meet with staff before and after school to provide support, answer questions, demonstrate/share a technology.
8. Provide professional learning during staff meetings.
9. Rotating subs as a possibility for professional training.
10. Provide professional learning on professional development days.
11. Meet with the instructional planning committee.
12. Attend any building tech leader professional learning days.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with K.S.A. 72-2408 through 72-2411.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

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| | 1. Very rarely requires exertion beyond walking. |
| X | 2. Very rarely requires physical exertion beyond walking or climbing stairs. |
| | 3. Requires prolonged (over 50% of the time) standing and walking. |
| X | 4. Requires prolonged (over 75% of the time) standing and walking. |
| X | 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials. |
| | 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| | 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| | 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |

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- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.