



Instructional Coach

FLSA Status:

Exempt

Qualifications:

Knowledge of best practices in curriculum development, assessment creation, and implementation

Strong background/interest in teaching communication arts and/or mathematics

Certification and Licenses:

Valid Missouri Teacher certificate
Master's Degree preferred

Certified Salary Schedule:

Certificated

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Experience:

Minimum of five years teaching experience
Served in leadership capacity at the building or district level
Has facilitated professional development

Reports to

Director of Academic Services

Terms of Employment

Teacher contract plus ten days (193 days) with benefits according to Board policy.

Purpose Statement

The Instructional Coach is a critical lever in improving student achievement. The role of the coach is to work as a colleague with classroom teachers to build teacher capacity and their understanding of instructional practices related to data-driven instruction, Missouri Learning Standards, and effective instructional practices to support student learning. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about research-based 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. ***This is NOT a supervisory position and DOES NOT include evaluation of colleagues.*

Essential Job Functions

- Abides by Missouri statutes, school board policies, and regulations.
- Support facilitation of Improvement (data) teams
- Facilitate unpacking of grade level/course power standards
- Support the development and application of common formative assessments
- Support the implementation of district identified best practices in ELA and Math
- Peer Coaching
- Assist with planning professional development
- Collaborate in improvement (data) team meetings
- Promote the utilization of action research, common formative assessments, and summative assessments to adjust classroom instruction.
- Model and support alignment of research-based instructional strategies based on student misconceptions.
- Provide in class feedback on the impact of identified strategies on student learning
- Teach model lessons where appropriate
- Observe classroom teaching
- Teach lessons side by side with teachers
- Conduct collaborative conversations with teachers (conferences)

- Facilitate mutual problem solving to assist teacher in implementing and mastering new district aligned teaching practices
- Implement other improved instructional coaching strategies
- Meet regularly with the Director of Academic Services to coordinate and monitor instructional activities related to district and school academic improvement goals
- Meet regularly with principals to coordinate and monitor instructional activities related to district and school academic improvement goals
- Promote and coordinate the implementation and support of district curriculum and instructional frameworks.
- Facilitate and promote a system of standard based instruction and proficiency based assessments
- Serve as an active member of the building leadership team
- Assist the principal in creating a calendar for school wide professional development that is directly related to school and district improvement plans
- Facilitate professional development activities by presenting directly to staff or scheduling individuals to present as needed

Other Job Functions

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Support district/school decisions in a positive manner with the public, other staff, etc.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Read, analyze and interpret professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Maintains strict confidentiality.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.
- Ability to work to implement the vision and mission of the district.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional techniques, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships, maintaining confidentiality, working flexible hours, and working with frequent interruptions.

Physical Demands

Regularly walking, hearing and speaking, some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Being able to communicate in noisy environments, have close moderate and distance vision ability, must have the ability to lift 10-30 lbs. To shoulder height occasionally. Generally the job requires 35% sitting, 25% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Conditions and Environment

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.