



Job Description:	Instructional Coach	FLSA Status:	Exempt
Department:	Department of Curriculum and Instruction	Code:	
Location:	Central Office	Reports to:	Director of Curriculum
Position Type:	Full-Time	Version:	

Description of Position: Provide coaching, training, and curriculum integration strategies and content with the goal of having teachers and other instructional staff integrate academic skills competently and consistently in Oxford Schools.

Essential Duties and Responsibilities

- Create a academic environment conducive to effective instruction.
- Model effective instructional practices in the classroom.
- Evaluate academic needs within various subject areas and collaborate with teachers and administrators to use assessment data and problem solving to improve instruction.
- Work with the schools’ Leadership Teams, Instructional Teams, Data Teams and PLCs to determine the schools’ strengths and needs for improvement in all academic areas to improve student learning.
- Assist teachers with planning, sequencing, and scaffolding of instruction.
- Assist the school’s curriculum personnel in planning for and implementing the accountability goals associated with Mississippi College and Career Ready Standards.
- Evaluate software as it applies to required academic skills.
- Provide professional development and follow-up coaching to assist classroom teachers in the use of strategies in their classrooms.
- Observe and provide feedback to teachers on instruction related to development and content area development.
- Participate in district-level professional development and assist in the coordination of district professional development.
- Observe and give feedback to professional learning community leaders on the implementation of professional learning communities.
- Provide professional development for administrators, paraprofessionals, parents and volunteers.
- Continue professional growth and strengthen knowledge, skills, and strategies through an ongoing program of workshops, seminars, conferences and/or advanced course work.
- Practice professional confidentiality.
- Other duties as assigned by the Director of Curriculum and Instruction or Superintendent.

Qualifications and Education Requirements

- Bachelor’s degree from an accredited college in mathematics, science or social studies.
- Minimum of three years experience as a classroom instructor.
- Specialized knowledge to support student and adult learning.
- Demonstrates a high level of skill in coaching and teaching.

Preferred Skills

- Possess excellent knowledge of researched-based instructional skills.
- Demonstrate outstanding presentation skills, facilitation skills, interpersonal skills, and organizational

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skills.			
<ul style="list-style-type: none"> • Possess a comprehensive knowledge of reading, math, and scientific development. 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

Employee Statement of Understanding

- I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.