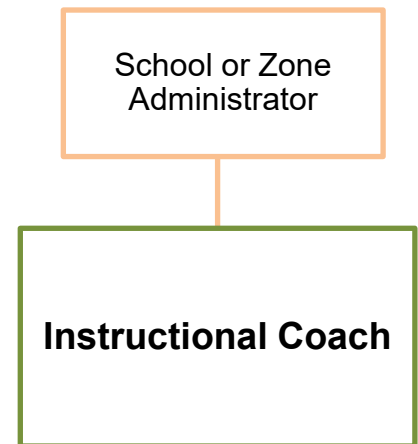


## INSTRUCTIONAL COACH

<b>Job Title:</b>	Instructional Coach
<b>Initial:</b>	June 9, 2016
<b>Revised:</b>	June 3, 2024
<b>Work Year:</b>	School Level: 192 day calendar or Zone Superintendent Discretion Zone Level: Zone Superintendent Discretion
<b>Office:</b>	Education
<b>Department:</b>	Assigned Zone
<b>Reports To:</b>	School or Zone Administrator
<b>FLSA Status:</b>	Exempt
<b>Pay Schedule:</b>	School Level: Licensed Salary Schedule + 10% Zone Level: Licensed Salary Schedule + 15%

### Related Organization Chart



**POSITION SUMMARY:** The Instructional Coach promotes excellence and continuous improvement in student achievement by providing leadership and support at the district and school levels in effective instructional practices through implementation of the written, taught and tested curriculum. The Instructional Coach provides instructional coaching, modeling and effective feedback to teachers, providing professional development aligned with effective instructional practices which support district and school improvement initiatives including professional learning communities and School Improvement Plans.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Conduct and/or facilitate professional development activities for staff around effective instructional strategies, curriculum implementation and assessment practices – Deep understanding of curriculum, instructions, assessment, and interventional cycle will a focus on formative assessment
- Model effective instructional strategies, provide on-going coaching and feedback to teachers.
- Assist in planning and implementation of school unified improvement plan, including differentiated instruction and continual progress monitoring.
- Assist with instructional planning and identification of resources to meet differentiated student needs.
- Analyze student data to identify resources to meet differentiated student needs.
- Facilitate teacher learning teams to promote authentic collaboration for improving teaching and learning.
- Provide support for improving instruction within special programs (English Language Learning, Special Education, Gifted Education).

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Assist with instructional planning and identification of resources to meet differentiated student needs.
  - Analyze and interpret student assessment data to identify target area for instructional improvement.
  - Collaborate in the review and transformation of current practices on how instructional time is utilized and the development of consistent expectations for core-subject instruction.
  - Assist in the continual development and implementation of standards-based, written curriculum to ensure horizontal and vertical alignment throughout the district.
  - Participate on building or zone committees related to school improvement, curriculum, instruction and assessment.
  - Performs other related duties as assigned.

**Supervision & Technical Responsibilities:** This position has no supervisory responsibilities at this time.

**Budget Responsibility:** This position has no budget responsibilities.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- Bachelor's Degree

### **Experience:**

- Five or more years of documented, successful teaching

### **Knowledge Skills & Abilities:**

- Ability to implement standards-based instruction, understanding of curriculum design and alignment
- Demonstrated use of assessment and data to drive instructional practices
- Ability to support cross-curriculum/interdisciplinary teaching and learning.
- Ability to support differentiated instruction to meet the needs of diverse learners such as SPED, GT, and ELL students.
- Ability to work well with others in a diverse educational community.
- Demonstrated experience in providing professional development /coaching adult learners.
- Excellent oral and written communication and interpersonal relation skills.
- Ability to model and support the use of technology as an instructional tool.
- Demonstration of computer application skills (i.e. Microsoft Word, Excel, Power Point)
- Critical thinking and problem solving skills
- Organizational skills

### **Certificates, Licenses, & Registrations:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Valid Colorado teaching license

## **OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk and communicate. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*