



DAVINCI ACADEMY INSTRUCTIONAL COACH JOB DESCRIPTION

Mission

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

POSITION TITLE: Instructional Coach

REPORTS TO: Academic Director

POSITION OBJECTIVE: To directly or indirectly assist and support students and teachers as it aligns with the mission, vision, pillars of DaVinci Academy.

RESPONSIBILITIES: The responsibilities of the Instructional Coach are to actively work alongside teachers and administration to ensure that DaVinci Academy implements best practices and high-quality instruction in order to increase student engagement, improve academic achievement, and to close the achievement gap.

The following is a non-inclusive list of responsibilities that may be part of a Instructional Coach assignment.

- **Support academic development:**
 - o Welcome, support, and train new teachers, provide in and out of classroom support and collaborate and communicate with supervisors of new teachers on their support needs.
 - o Attend PLC meetings.
 - o Serve as a professional resource for PLC leaders and coaches.
 - o Collaborate with the Q-Comp Coordinator and the school's administration team to coordinate the planning and scheduling of school-wide professional development.
 - o Track teacher evaluation cycle
 - o Work with teachers through observations and meetings to determine appropriate curriculum pacing

- o Work to help ensure teachers have resources and materials to better execute standards-aligned lessons
 - o Work with the Academic Director and Principals to provide teachers with ideas and strategies for teaching specific lessons or skills related to curriculum
 - o In coordination with the Academic Director assist with the ordering and replacements of curriculum and resources
 - o Provide coaching on strategies of differentiation and implementation of learning centers, and various methods of improving classroom management.
 - o Identify and prioritize evidence-based practices that will target specific students
 - o Assist teachers in developing suitable strategies to report progress on standards and utilizing data to inform teaching.
 - o Work to help ensure teachers have resources and materials to better execute standards-aligned lessons
 - o Conduct demonstration lessons and/or co-teach lessons to help teachers improve classroom skills and practices.
 - o Build and maintain relationships with teachers based on mutual respect, positivity, and a growth mindset.
 - o Review and monitor multiple sources of data in order to identify areas of strengths and deficits in instruction and student learning.
- **School-wide support**
 - o Develop and lead professional development and learning
 - o Support school-wide connection, community building, and appreciation and acknowledgement events.
 - o Communicate regularly, openly, and positively throughout teams and staff to address school issues, develop common understanding of outcomes, support teachers, identify challenges, and celebrate successes.
 - o Lead and participate in other school activities and initiatives, such as family nights and other events, in order to encourage and support community and family connections.
 - o Supervise student activities which could include bus duty or breakfast/lunch duty
 - o Participate in committees and school wide academic events such as conferences, open houses, etc.
- **Minimal expectations of the Instructional Coach:**
 - o Capacity to use a wide range of evidence-based methods and curriculum materials to support instruction, including the ability to differentiate for students at different levels
 - o Proven proficiency in classroom instruction
 - o Knowledge and understanding of curricula used at DaVinci Academy, differentiation, state-standards, and alignment
 - o Demonstrate knowledge of the curriculum and state standards
 - o Participate in trainings and in-services to stay aware of best practices
 - o Ability to maintain flexibility and a growth mindset in challenging and demanding situations
 - o Work cooperatively with all school personnel
 - o Demonstrate a warm and receptive attitude toward all students

- o Comply with school district employment policies
- o Possession of MN educator's license

Qualifications:

- Valid Minnesota Teaching License, preferred Tier 3 or Tier 4, in relevant field.
- Demonstrate excellent oral and written communication skills
- Experience using Google Classroom
- Curriculum planning/alignment and instructional experience
- Experience with differentiation
- Willingness to identify, interpret and follow school policies and procedures
- Show initiative and function as a self-starter
- Physical demands: able to stand for long periods of time.

Position Information:

- Salary Range: The 2025-2026 salary range for this position is \$42,024 to \$79,568.00. Salary offers will consider the candidate's experience, education, skills, and DaVinci Academy's budget. Experienced candidates should expect a salary offer around the midpoint of the salary range.
 - o In exceptional cases, salaries exceeding the midpoint may be offered to attract candidates for hard-to-fill positions or those with specialized skills. Such decisions will be evaluated on a case-by-case basis.
- Duty Days: Modified year round, 187 duty days per year
- Time Off: 4 paid holidays, 3 days of PTO, and 10 days sick time to accrue
- Benefits eligible
- Start Date: August 11th, 2025

DaVinci Academy utilizes the Frontline Recruiting Platform, please visit the site below to apply:

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>