



POSITION: Instructional Coach

REPORTS TO: School Principal

CONTRACT DAYS: 210 Days

FLSA Status: Exempt

Summary:

The Instructional Coach provides leadership in the planning and implementation of instructional programs within the school and assists with teaching and learning on a daily basis. This role supports teachers and staff through coaching, classroom support, professional development, curriculum guidance, and data analysis to improve instructional practices and increase student achievement for all students.

Essential Duties and Responsibilities:

- Conduct demonstration lessons in the classroom.
- Assist in assessing staff development needs.
- Meet with the staff members to interpret and help implement the system's curriculum guides, analyzes and interprets the data.
- Observe classroom instruction, and make recommendations to principals for ways the curriculum and instruction can be adjusted to better meet the learning needs for ALL children.
- Conduct and facilitate workshops and presentations and provide follow-up.
- Assist by helping plan and carry out staff/parent instructional and curricular meetings and assists with other parental involvement activities.
- Assist in clinical supervision of identified teachers K-8.
- Advise in the selection of instructional supplies, equipment, books and support materials.
- Assist teachers in the construction of assessment instruments.
- Assist with the development of district benchmark tests.
- Assist with the analysis of data in order to provide more meaningful and appropriate learning experiences and to increase student performance.
- Assist School Improvement Teams in writing and implementing improvement plans.
- Provide leadership in the communication of current issues, trends, and research regarding curriculum and instruction.
- Meet with the principal for the purpose of evaluating programs.
- Assist teachers with the correlation of technology and classroom instruction.
- Provide additional resource materials for classroom instruction.
- Monitor and assess to improve instructional strategies.
- Serves as district contact to the State Department of Education on core subject area(s) as assigned by Assistant Superintendent.
- All other duties assigned by Instructional Supervisor.
- Other duties will be assigned.

Education and/or Experience:

Master's Degree, holds a South Carolina Teaching Certificate, and has at least five years classroom experience. Administration certification preferred.

Certificates, Licenses, Registrations:

Must hold a valid South Carolina teaching certificate issued by the South Carolina Department of Education with appropriate grade-level and subject-area certification.

Supervisory Responsibilities:

Provides instructional leadership and coaching support to teachers and staff through classroom observations, demonstration lessons, mentoring, and ongoing feedback to improve instructional practices and student achievement. Leads professional development, supports school improvement teams, and assists with the implementation of curriculum and instructional programs.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of staff.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of assessment data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to analyze information and use logic to address work related issues and problems. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to quickly assess employee, departmental and administrative needs and provide timely feedback.

Other Skills and Abilities:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, parents and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to organize and implement a flexible work schedule in order to meet reporting deadlines. Ability to self-monitor and manage multiple tasks while working individually and with members of a group. Ability to submit all requested reports and documentation in a timely manner and in accordance with scheduled deadlines. The position requires meeting deadlines, and interacting with teachers, administrators, parents, and community members.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Occasionally the position requires the employee to work irregular or extended hours.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

TERMS OF EMPLOYMENT:

The terms of employment detailed in this job description are based on full time employment during an entire school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job will be evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.