

Durham Public Schools Job Description

JOB TITLE: Teaching and Learning Coach - School-based

REPORTS TO: Principal/Deputy Superintendent of Academic Services

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 100%, 11 months, Certified, Licensed, Exempt

POSITION SUMMARY:

The School Teaching and Learning Coach is a member of the school faculty working closely with the principal and school improvement team to develop a school-wide plan to improve the academic achievement of all students in the school including professional development, modeling and observing classroom instruction, and providing feedback to teachers. The position entails proven excellence as a classroom teacher and exemplary skills in developing, implementing and assessing instructional strategies to improve overall achievement in core content areas, problem solving skills, and use of modern technology for all students in the school. Teaching and Learning Coaches shall use instructional research and strategies, and coach teacher colleagues in successful completion. The Coach must commit to attend all training sessions and/or staff development provided by the district office.

RESPONSIBILITIES & DUTIES:

1. Ensures teachers and principals are familiar with any changes to the North Carolina Standard Course of Study.
2. Works with staff to develop a school improvement plan to address student achievement.
3. Promotes use of consistent instructional framework and research-based strategies.
4. Helps build assessment systems that are aligned with curriculum and instruction priorities.
5. Develops and models mastery lesson plans.
6. Leads professional development for teachers.
7. Supports school-based professional development.
8. Models instructional strategies with teachers and staff in classrooms.
9. Makes regular classroom visits to support instructional improvement.
10. Provides feedback to teachers and staff regarding implementation issues.
11. Serve as coach working with staff to improve their practice.
12. Works with staff and schools to address learning needs of all students.
13. Coordinates with other departments, offices, and organizations to best serve student needs.
14. Provides customized professional development to meet unique student needs and support differentiated instruction.
15. Participates in regular professional development to improve knowledge and skills.
16. Attends required District Professional Development sessions.
17. Serves as a district representative, facilitates professional learning
18. Performs other related work as required.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Bachelor's degree with experience in modeling instruction in school core content areas. Proven record of excellence as a classroom teacher with predictive characteristics of an outstanding administrator. Experience as a staff development facilitator preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Masterful knowledge of content curriculum and best practices.
2. Highly developed presentation skills.
3. Knowledge of effective staff development models that lead to increased student achievement.
4. Excellent oral and written communication skills.
5. Considerable human relations and human development skills.
6. Demonstrated leadership ability.
7. Good technical skills with technology and presentation tools.
8. Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.
9. Ability to collect and analyze statistical data.
10. Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
11. Ability to plan and evaluate strategies for improving instruction.
12. Ability to exercise considerable tact and courtesy in frequent contact with the public.
13. Ability to establish and maintain effective working relationships as necessitated by work assignments.

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of equipment including computers, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Signature

Date