



## **Job Description**

**JOB TITLE:** Instructional Coach

**REPORTS TO:** Director of Curriculum and Instruction

### **NATURE AND SCOPE OF JOB:**

The Instructional Coach is responsible for working with and supporting teachers and the administration through evidence-based practices designed to increase student engagement, improve student achievement, and build teacher capacity. The Instructional Coach will work with classroom teachers to assist with the implementation of the district's adopted curriculums and instructional priorities and will provide professional development to support the improvement of instructional practices. The Instructional Coach will personalize supports based on the goals and identified needs of individual teachers and departments. This is a 10-month position that will require travel between all district locations on a regular basis.

### **QUALIFICATIONS:**

The Instructional Coach shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:26-2 et. seq. and 27-2, and N.J.A.C. Title 6 Chapter 11.
2. Have excellent experience in teaching and working with children.
3. Have integrity and demonstrate good moral character.
4. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, assessment practices, and research related to learning.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills that relate well with students, staff, administration, parents, and the community.
6. Demonstrate strong communication and organizational skills and the ability to deliver training to adult learners.
7. Demonstrate the ability to disaggregate, interpret, and analyze assessment data.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.



### **JOB RESPONSIBILITIES:**

The Instructional Coach shall:

1. Serve as a support to staff on topics such as student engagement, assessment, higher-order thinking and questioning, classroom culture, and high-quality instructional practices.
2. Build and maintain strong, collegial working relationships with teachers.
3. Conduct non-evaluative classroom visits and provide supportive feedback on lessons. Model lessons when appropriate and collaborate with teachers to identify, implement, and refine best practices.
4. Support teachers and administrators in effectively using and analyzing assessment data to inform instructional practices. Plan and present assessment information during meetings to support effective instruction and improve student outcomes.
5. Develop coaching plans for teachers to ensure student improvement and continuous growth over time.
6. Demonstrate a thorough knowledge of curriculum design, tiered systems of supports, standards progressions, vertical articulation, and course content. Assist in the ongoing review and implementation of curriculum.
7. Attend grade-level meetings, building meetings, and consultant training.
8. Communicate information regarding researched-based instructional practices that result in increased student performance and engagement. Attend professional development to inform and improve practices.
9. Identify, design, and implement additional professional development during in-service days. Deliver professional development on targeted topics and designs.
10. Work collaboratively with the leadership team and applicable school-based committees to create activities and processes that support district and school goals and objectives.
11. Work collaboratively with the leadership team to support the school's professional development plan with specific, measurable, and attainable benchmarks for teacher and student performance.
12. Protect the confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
13. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Special Services and not otherwise prohibited by law or regulation;
14. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

### **EVALUATION CRITERIA:**

The holder of the position of Instructional Coach shall be evaluated by the appropriate administrator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 7 May 2024