



Job Title: Instructional Coach/Specialist

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Scale Range: UR308 to UR112

Summary: The primary responsibility of the Instructional Specialist is to improve the quality of instruction across the curriculum in the assigned school(s).

Essential Duties and Responsibilities:

- ☐ Works with the principal and teachers at the assigned schools in developing instructional plans that are consistent with the accountability plan.
- ☐ Demonstrates instructional strategies that promote cognitive and affective growth for all students stressing the balanced literacy approach and problem solving activities.
- ☐ Assists teachers in selecting and using effective teaching strategies to achieve the goals of the standards and benchmarks.
- ☐ Assists in the selection, production and use of instructional materials; including appropriate technologies that support the goals of the accountability plan.
- ☐ Designs, plans and conducts appropriate in-service programs at the assigned school(s).
- ☐ Assists in monitoring, analyzing and utilizing student data.
- ☐ Informs teachers of current learning techniques in implementing scientifically based research strategies.
- ☐ Provides small group instruction to accommodate individual student needs.
- ☐ Institutes school-wide programs that encourage family involvement that promote student achievement.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Must be able to work cooperatively with students, teachers, parents, school personnel and the community. Must be able to respond appropriately to supervision, and accept commendations and recommendations. Must demonstrate sensitivity/understanding in interpersonal relations with persons or diverse cultures/backgrounds.

Education and Experience:

A Bachelor's degree is required, Master's degree from an accredited college or university is preferred. Certification is required with a minimum of five (5) years of successful teaching experience, preferably



with exceptional student populations and/or at risk populations.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.