

Gahanna-Jefferson School District Position Description

Position Title:	Instructional Support Coach – Math (Middle School & High School)
Reports To:	Building Principal
FLSA Status:	Exempt
Revision Date:	May 14, 2019

SUMMARY: Responsible for facilitating appropriate staff development and in-class modeling, and coaching classroom teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Collaborates with classroom teachers and teams to ensure that the course of study and state standards are the foundation of instruction in mathematics.
- Models best/effective instructional practices through actual classroom demonstrations and co-teaching.
- Observes and provides feedback to promote teacher self-reflection in order to develop insights that enhance teaching/learning situations.
- Works collaboratively and communicates effectively with administrators, teachers and curriculum staff to strengthen all aspects of the instructional program.
- Facilitates, in collaboration with the principal, appropriate building staff development opportunities.
- Participates in professional development/training to enhance professional learning and skills, thus maintaining current knowledge of research, issues and trends in appropriate curriculum and instructional areas.
- Assists with the collection, analysis, interpretation and use of classroom and building data in order to plan for school improvement.
- Facilitates the use of research-based teaching strategies and best practices in instruction.
- Plans collaboratively with teachers in the development of lessons/units to address the needs of students.
- Promotes the use of appropriate assessments to inform instruction and to measure student growth.
- Supports differentiated instruction to meet the needs of all learners.
- Demonstrates appropriate use of instructional technology and other educational tools to enhance and extend instruction.
- Works closely with the building administrator to coordinate and implement the work of a professional learning community.
- Participates in regular district-level meetings for ongoing professional development, collaboration and problem-solving opportunities.
- Serves as a resource to teachers by sharing instructional materials relevant to specific lesson plans.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in Education along with a minimum of three years of successful teaching experience.
- Knowledge of state standards and data analysis.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Ohio Teaching Certificate or License.

LANGUAGE SKILLS:

- Ability to communicate effectively with students, staff, parents and community.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Must have strong communication, collaboration and interpersonal skills.
- Ability to structure own time and management of multiple priorities.
- Demonstrates leadership experience and/or potential.
- Ability to work as part of a team and with adult learners.
- Willingness to participate in and facilitate training during the school year and summer.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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.

While performing the duties of this job, the employee is regularly required to stand, talk and hear. The employee frequently is required to walk. The employee must occasionally lift and/or move items such as school supplies and books. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: 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.

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

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.