



Greater Albany Public Schools

Instructional Coach

FLSA Status: Licensed
Contract Status: Probationary
Calendar: 191
Salary: Per Negotiated Agreement

Position Description

The primary role of this position is to serve as an instructional leader to provide staff development, support, and explicit feedback to teachers to improve practice. The focus is around the implementation of principles of effective instruction, instructional strategies, and assessments keeping within the law, board policies, and administrative regulations.

Instructional Coaching

- Facilitate coaching cycles with teachers. Provide coaching through observation and feedback, setting goals, reflection activities, one-to-one interaction, and emotional support. (Not for evaluative purposes.)
- Meet regularly with classroom teachers, administration, specialists and other instructional coaches to collaborate, talk about student instructional needs and pacing, and plan for differentiated instruction based on ongoing assessment outcomes.
- Observe classrooms, small group and individual instruction and provide feedback, modeling and coaching to enhance teacher practice. (Not for evaluative purposes)
- Support and, when appropriate, model, co-develop and co-teach standards-based lessons and units.
- Diagnose the instructional needs of students and devise appropriate learning activities for each student.
- Maintain confidentiality and professionalism in the teacher/coach relationship when working with administrators and others in the profession.
- Help meet the diverse needs of all learners through culturally responsive practices and differentiation.

Systems Development and Leadership

- Provide leadership in Multi-Tiered Systems of Support
- Knowledgeable about Scientifically Research-Based Reading programs, principles of effective reading instruction, instructional strategies, and use of a range of assessments to monitor, assess, and communicate reading performance.
- Plan and lead high quality professional development for teachers, support staff, and administrators.
- Provide consulting services to school and district leadership.
- Follow standards, policies and procedures of the district and recommend changes.

Team Collaboration

- Provide support for implementation of team agreements.
- Facilitate/co-facilitate 100%, 20% and Instructional Leadership Team meetings and provide support for implementation of team agreements.
- Attend and participate in all required training.

Perform other duties as assigned.

Additional Responsibilities:

- Perform duties in a courteous, efficient, and professional manner that builds the confidence of staff, students and the public and enhances learning.
- Work effectively and collaboratively with diverse student, parent and community populations.
- Carry out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Resolve conflict in a professional manner.
- Respect confidential information and the privacy of students, staff and parents.
- Develop job skills necessary to meet changes in the position.

Minimum Requirements:

- Current Oregon Licensure through Teachers Standards and Practices Commission
- A minimum of five years of successful teaching.
- Experience as a team leader.
- Clearly demonstrates cultural competency, knowledge of diversity issues, and can advocate for non-traditional students and minorities.
- Flexible and adaptive thinking for visionary planning
- Knowledge of curriculum, program development and best instructional practices.
- Demonstrated experience in planning and leading high quality professional development for large groups of educators and administrators.
- Demonstrated experience analyzing data and adopting an effective course of action on the basis of the data.
- Demonstrated ability to establish and maintain effective working relationships with others.
- Ability to use current technology to fulfill job requirements.
- Ability to set goals, plan projects, and evaluate their effectiveness.
- Well organized with the ability to manage time effectively and efficiently and assume responsibility without supervision.
- Strong oral, written, and presentation skills.
- Use of confidentiality practices.

Desired Qualifications:

- Experience working with adult learners is preferred.
- Experience in using the district data systems, and Microsoft Office programs to analyze student data and prepare reports.

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. Frequent or prolonged sitting. Crouching to work with younger students. Possibly moderate to high noise level. Frequent and prolonged talking/listening in conversations/meetings. Requires accurate perceiving of sound. Requires handling and working with a variety of materials and objects. Work may occasionally involve lifting/carrying objects weighing 10-30 pounds. Possible exposure to bodily fluids due to student injury or illness. Possible exposure to bodily harm due to student behaviors.

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. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours may be required. This position may require traveling to multiple work sites.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work. I have read and understand this job description.

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

I have read and understand this job description.

Signature: _____ **Date:** _____