



Iberia Parish Schools  
Job Description  
Revised 2024

**TITLE: Lead Teacher/Instructional Coach (B-206A)**

**QUALIFICATIONS:** Hold college degree, valid Louisiana Teaching Certificate in the assigned areas of instruction pursuant to BESE *Bulletin 746*. Have five (5) years of successful teaching experience or three (3) years of successful teaching experience and a master's degree. Past evaluations demonstrate effectiveness in teaching and student achievement.

**REPORTS TO:** School Principal

**JOB GOAL:** To improve instruction and student achievement by supporting teachers, providing professional development, and promoting a culture of learning within the school

**TERMS OF EMPLOYMENT:** 9 Month - the number of days as required by the currently adopted IPSB calendar.

**EVALUATION:** Educator evaluation annually pursuant to BESE *Bulletin 130*

**COMPENSATION:** 9 Month Certified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

1. Fulfill all duties traditionally expected of those in the teaching profession.
2. Support the School Principal in recruiting, hiring, managing, and retaining qualified instructional and support staff.
  - a. Mentor, coach, and support new teachers and staff members, providing guidance and resources for professional growth.
  - b. Supervise and observe assigned teachers and staff, meeting required deadlines.
  - c. Participate in the preparation of necessary coaching plans.
3. Serve as an instructional leader, maintaining an instructional focus.
  - a. Support the implementation of curriculum standards, instructional strategies, and assessment practices aligned with district and state guidelines.
  - b. Observe classroom instruction, provide feedback to teachers, and facilitate professional development opportunities to improve teaching practices.
  - c. Collaborate with the school administration team to implement a school wide schedule and routines that maximize instructional time.
  - d. Plan and prioritize schedules in order to engage in instructional leadership activities focused on teaching and learning.
  - e. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, planning meetings, professional learning community meetings, grade-level meetings, staff development, and various committees.
  - f. Analyze student achievement data, attendance records, and other metrics to assess school performance and identify areas for improvement.
  - g. Model research-based instruction in classrooms.
4. Build research-based capacity among all faculty members.
5. Use data to make instructional decisions to impact growth for students.
6. Engage in systematic personal professional growth.

7. Plan and conduct staff development programs related to school improvement.
8. Ensure skillful implementation of a core instructional program.
9. Assist the principal and faculty in implementing an effective intervention effort.
10. Fully participate in professional development as appropriate.
11. Coordinate the progress monitoring and data analysis process.
12. Exhibit loyalty and maintain a positive attitude in promotion of the school/system's goals.
13. Assume responsibility for growth in student learning in the assigned area of instruction.
  - a. Ensure that student growth is continuous and appropriate for assigned students.
  - b. Develop and meet two yearly student learning targets which positively affect student growth and achievement through job responsibilities.
14. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
15. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
16. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
17. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, team planning, professional learning community meetings, grade-level meetings, staff development, and various committees.
18. Serve on special committees (e. g. 504, SBLC, Pupil Progression, Crisis, Positive Behavior Support) as required by School Principal or district administration and perform related work as required.
19. Attend before school/after-school events as scheduled, including but not limited to in-person faculty meetings, parent/family night events, and duty for after-school athletic and special events as assigned by School Principal.
20. If assigned to multiple locations, provide and follow consistently the daily schedule provided to direct supervisor, school principals, and applicable teachers.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Iberia Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings mandated by state legislation and/or Louisiana Department of Education by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.

15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), Louisiana Department of Education (LDOE), the Board of Elementary and Secondary Education (BESE), and/or Federal regulations and guidelines established by each.
17. Model ethical behavior at schools and in the community.
18. Does not engage in outside work or activities that will interfere with teaching duties.
19. Adhere to and support the policies and procedures of the Iberia Parish School Board and the assigned school, including but not limited to: Employee Acceptable Use Policy for District Technology Resources (EFA), Employee Use of Social Media (EFAA), Use of Telephones and Other Electronic Telecommunication Devices (GAMI), and Electronic Communications Between Employees and Students (GAMIA).
20. Follow appropriate chain of command when communicating concerns.
21. Use appropriate language that is void of vulgarity, lewdness, coarseness, or profanity.
22. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
23. All employees are subject to drug/alcohol testing in accordance with IPSB Employee Alcohol and Drug Testing Policy (GAME).

*While the operation of the Iberia Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_