



# INSTRUCTIONAL COACH

## JOB DESCRIPTION

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### **JOB SUMMARY:**

The role of the coach is to build teacher capacity and their understanding of instructional practices. An instructional coach is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. Instructional coaches will promote reflection, provide guidance and structure where needed, and focus on strengths, collaboration and common issues of concern. They are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. The instructional coach will demonstrate and model a passion for urban education reform and leadership. This is NOT a supervisory position and DOES NOT include evaluation of colleagues.

**JOB TITLE:** Instructional Coach

**REPORTS TO:** Building Principal

### **ESSENTIAL FUNCTIONS:**

- Supports and facilitates the review, development, and implementation of comprehensive PK-12 curriculum, instruction and assessment.
- Assists teachers in improving their teaching effectiveness in communication arts/literacy teaching.
- Aligns PK-12 curriculum and assessments with national, state and local standards.
- Performs data analyses of assessments and other data to focus instruction on student achievement.
- Provides professional development opportunities for teaching staffs to increase the depth of content knowledge and strategies.
- Evaluates lesson plans, instructional activities, and test data for the improvement of student performance.
- Model lessons in classrooms as needed.
- Support the instructional development of all teachers in understanding the district curriculum and varied assessments, teaching framework, and data analysis.
- Build strong relationships with teachers, administrators, and other coaches.
- Provide direction and coordination for how the curriculum is taught consistent with District initiatives and recognized best instructional practices.
- Create an articulated schedule with building administration.
- Assist teachers in understanding the district's mission and core values.
- Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources.

- Support teachers and administrators in using data to improve instruction on all levels.
- Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
- Support teachers by helping with the —strategic how of teaching -- share multiple instructional strategies/processes with teachers during planning times.
- Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and students' success.
- Develop staff members' knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs.
- Develop coaching plans for teachers to ensure student improvement.
- Motivate adult learners to improve professional practice.
- Contribute to the development systems and structures to improve teacher practice within schools.
- Provide job-embedded professional learning.
- Maintains confidentiality.
- Performs other duties as assigned.

#### **KNOWLEDGE SKILLS & ABILITIES**

- Solid technology skills, including, but not limited to, use of Microsoft Office, Internet, email and various computer applications connected to curriculum, instructional and assessment systems.
- Strong ability to organize and deliver professional development.
- Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners.
- Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
- Proven ability in using student-level data to guide instructional decisions.
- Demonstrated Teacher Leadership.
- Strong pedagogical knowledge and content expertise.
- Demonstrated expertise in oral and written communication.
- Strong interpersonal skills.
- Models continual improvement, demonstrates lifelong learning, and applies new learning to help all students achieve.
- Demonstrates evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.

## **EDUCATION PREPARATION: (Formal and Informal)**

- Master's Degree in Education
- Valid Missouri Teacher's Certificate
- Minimum 5 years' experience teaching, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs.

## **TERMS OF EMPLOYMENT**

- Teacher Contract
- Eligible for short and long term leaves and absences upon hire, as set by JSD Board Policy.

## **FLSA STATUS:** Exempt

The Job Description above identifies the essential functions, knowledge, skills and experience required for this position, and provides examples of duties that may be required. This description does not outline all job duties & responsibilities that may be required of this position.