



## Lafayette Parish School System Job Description

**Job Title:** Teacher Support Coach - Federal  
**Department:** Progress and Compliance  
**Reports To:** Teacher Recruitment Retention Coordinator  
**Approved Date:** 07/2024

**Salary Scale:** Instructional  
**Pay Grade:** N/A  
**FLSA Status:** Exempt  
**Days:** 202-days  
**2002 Sales Tax Eligible:** No

**This position is funded with federal funds and may be abolished at any time if such funds are no longer received/available.**

**SUMMARY OF POSITION:** The purpose of this job is to lead district efforts to increase achievement for all students and the implementation of Lafayette Parish School System frameworks by training, coaching, and assisting teachers with classroom: planning, instructional strategies, organization, management, pedagogy and best practices. A Teacher Support Coach provides support for teachers in the classroom, as well as to encourage professional leadership roles for teachers in our district. A coach works side-by-side with teachers to improve student learning outcomes. They will spend at least 80% of their time directly supporting teacher development and student learning and providing on-going, job-embedded professional learning and support.

**QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE:** Teaching Certification Required; Minimum of five (5) years of successful teaching experience required; Master's degree is preferred; Experience in facilitating professional learning and/or professional development; Experience in working with teachers (i.e., peer coaching, mentoring, team/collaborative planning; Deep understanding of best practices for teaching; Knowledgeable about researched based instructional strategies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Train, support, and coach classroom teachers daily in the areas of planning, effective teaching strategies, classroom organization and management, professional development, student performance growth and achievement.
- Provide job-embedded, collaborative, professional development for teachers in the area of classroom organization and management, instructional strategies, best practices, and working effectively with parents.
- Works with teachers individually, in collaborative teams, and/or with departments, providing practical support on a full range of effective instructional strategies.
- Conducts Cycles of Support and Side-by-Side Coaching (Planning, Enacting, a lesson/part of a lesson, debriefing).
- Conducts regular meetings with classroom teachers to examine student work and monitor progress in order to support teacher reflection and action.
- Conducts model/demonstration lessons for teachers, utilizing the gradual release model.
- Assists teachers with planning, sequencing, and scaffolding of instruction.
- Develops specific lesson plans with teachers, using a variety of techniques.
- Assists classroom teachers with planning of lessons and implementing
- Assists teachers in organizing classrooms and selecting appropriate and meaningful materials for effective instruction.
- Develops and maintains weekly schedules to support teachers. Eighty- percent of their time must be spent working directly with teachers
- Works closely with school administration to develop school and teacher support plans.
- Maintains accurate and consistent documentation of peer coaching, side-by-side coaching, co-teaching, demonstration/model lessons, collaborative planning, meetings and PLCs.
- Assists teachers in disaggregating and analyzing district and state assessment data to help guide instructional decisions.
- Develop, organize, and provide monthly professional development and support meetings for teachers.
- Provides follow-up by supporting and coaching teachers in the use of the presented strategies in their classrooms.
- Helps improve instruction by engaging teachers in intensive professional development and promotion of a school-based professional learning community.
- Implements district, state, and federal policies, regulations, and laws.
- Participates in professional development, educational conferences and other activities that promote professional growth and student achievement.

- Works collaboratively with administrators, faculty, and staff.
- Maintains confidentiality.
- Uses technology as an everyday tool for teaching, learning and communicating.

**RESPONSIBILITIES:** Staff shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

**Instructional Components**

- Fulfill duties traditionally expected of those that supervise and/or support, reinforce, or contribute to the education profession (Oversee and/or assist in the instruction of students, oversee and/or assist with district/school state paperwork guidelines or requirements, collaborate with colleagues and district departments, maintain or assist in the supplemental tracking and/or support of school/student data)
- Oversees/participates in school committees or task forces to contribute to school improvement initiatives
- Oversees/participates in educational or coaching best practices and techniques
- Collaborate with those providing direct student instruction as well as professionals providing ancillary services
- Review, draft, study, recommend, and implement policies, curricula, and plans to improve the quality of instruction,

**Supervision Components**

- Supervision of assigned personnel or students when activities are on or off campus at a school related/sponsored event
- Supervision of any school personnel for whom you may be responsible, as applicable

**Non-instructional Components**

- Attend meetings generally associated with the instruction of students and/or school/district improvement
- Attend staff/department meetings, training sessions meetings, school-level meetings/events, district-level meetings/events, school board/committee meetings, and graduation, etc., upon request
- Establish/participate in school and/or district policies governing students and employees
- Planning and strategizing for future district/school improvement initiatives.
- Provide additional supervision and/or support for students who may need extra help, assistance, and/or ancillary services.
- Supporting extracurricular activities or athletic events that take place after school hours. (If applicable)
- Attend/participate in all meetings and functions of those extra-curricular activities, clubs, or groups of which the employee is a sponsor or assigned
- Represent the district/school at all functions and/or meetings at which a school representative is required, as requested

**METHOD OF EVALUATION:** Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

**PROFESSIONALISM AND CONDUCT STANDARDS:**

**Quality of Work** - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

**Availability** - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

**Communication Skills** - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

**Interpersonal Skills / Teamwork** - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

**Personal Impact** - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

**Productivity** - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

**Adaptability** - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

**Policy** – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

**EXPECTATIONS:**

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

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. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in 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.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date