



## METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP *Administrative Services Center*

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### **Instructional Coach Job Description**

#### **Position Overview:**

The Instructional Coach is a key instructional team member, who is dedicated to improving student achievement by strengthening teachers' instructional practices through aligned, research-based strategies and the Professional Learning Communities (PLC) process. Coaches work collaboratively with school and district leaders, specialists, and colleagues to ensure that instruction is standards-aligned and data-driven. The role is centered on professional growth—promoting reflection, providing constructive feedback, and fostering a culture of continuous improvement.

#### **Key Responsibilities:**

##### *Instructional Coaching & Collaboration*

- Implement a coaching model that prioritizes inclusive practices.
- Conduct non-evaluative classroom observations and provide actionable feedback to improve instruction, classroom culture, and student outcomes.
- Collaborate with teachers to design coaching plans that address instructional goals and student needs.
- Partner with teachers in lesson planning, co-teaching, and modeling effective instructional strategies grounded in differentiation, scaffolding, and targeted intervention.

##### *Curriculum, Instruction, & Assessment Alignment*

- Support teachers in implementing Indiana Academic Standards, district curriculum maps, and aligned assessments.
- Provide guidance on how curriculum is taught, ensuring alignment with district initiatives and recognized best practices.
- Assist in developing standards-based lessons that integrate literacy, math, STEM, and English language learning strategies.

##### *Professional Learning & Capacity Building*

- Design, deliver, and continuously improve high-quality professional learning sessions based on feedback and student data.
- Support Professional Learning Communities (PLCs) that use data to drive instructional decisions.
- Provide organized, individualized, and group learning opportunities that promote professional growth.
- Participate in ongoing professional development in instructional coaching, curriculum design, literacy, math, and multilingual learner strategies.

##### *Data-Driven Decision Making*

- Support teachers and administrators in analyzing formative and summative assessment data to inform instruction.
- Collaborate with school leaders to identify trends, instructional gaps, and targeted next steps.

### *Family & Community Engagement*

- Provide resources and strategies to strengthen the home–school connection.

### *District & Building Leadership Collaboration*

- Build strong, trusting relationships with teachers, administrators, and other instructional coaches.
- Meet regularly with building principals to review teacher and student needs, plan coaching priorities, and align support.
- Serve as the school’s lead staff member responsible for coordinating and carrying out all instructional components of the Title I program, including compliance documentation, family engagement activities, progress monitoring, and alignment of Title I-funded interventions within the school improvement plan.
- Contribute to the development and refinement of district curriculum, instructional resources, and assessments.
- Other duties as assigned by school or district administration.

### **Qualifications:**

- Bachelor’s Degree in Education
- Valid Indiana Teaching License
- Successful teaching experience and/or advanced coursework in literacy, math, and/or English and multilingual learners
- Experience with Title I program implementation, compliance requirements, and documentation strongly preferred.

**Compensation:** Commensurate with experience.

### **Working Conditions:**

This position may involve sitting and/or standing for extended periods.

This job description is intended to outline the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and qualifications required of employees in this role.

### **Equal Opportunity Employer:**

We are an equal opportunity employer and welcome applicants from all backgrounds to apply.