



## Instructional Coach

### JOB DESCRIPTION

**Reports to:** Assistant Superintendent/Building Principals

**Location:** All Schools

**Evaluated by:** Assistant Superintendent/Building Principals

**Evaluation period:** Annual

### **Qualifications:**

- Indiana Elementary or Secondary Teaching Licensure, or Reading Specialist Certification
- Experience as elementary or secondary teacher and/or building-district level coach

### **Purpose of Position:**

The Instructional Coach is a skilled facilitator of continuous adult learning. The Instructional Coach will support School Town of Munster teachers to develop and implement engaging, learner-centered pedagogies. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding of research-based effective instruction. The Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

### **Education and Experience**

- Indiana Teaching Certification.
- Master's degree in Education preferred.
- Coaching or Mentor training preferred.
- Six or more years of successful teaching experience preferred.
- Prior knowledge, skills, and experience as instructional coach preferred.
- Training, and/or experience that may be helpful in performing the duties of an instructional coach.

### **Responsibilities and Duties:**

- Communicate effectively with members of the school district and leadership staff.
- Communicate and demonstrate research-based instructional practices that result in increased student performance and improved classroom environment.
- Encourage professional growth and provide organized, individual and/or group learning opportunities for teachers.
- Facilitate the intellectual and professional development of teachers.
- Facilitate positive relationships with teachers and administrators.
- Assist teachers in creating materials that are in alignment with curriculum.
- Model support for curriculum software products, and classroom/curriculum related technologies.
- Model support for analyzing student assessment data.
- Model support for classroom motivation and management strategies.
- Coach/Model lessons when applicable.
- Assist with development of district curriculum, instruction and assessments.
- Other duties as assigned by the Assistant Superintendent or building principals.

### **Knowledge and Skills:**

- Knowledge of Indiana academic standards and best practice research.
- Knowledge of co-teaching best practice research.
- Knowledge of technology integration as utilized in delivery of curriculum.

- Ability to work collaboratively with Assistant Superintendent, Principals, and district teachers to implement and support coaching needs.
- Ability to work in a supportive, collaborative role with staff in all buildings.
- Ability to utilize computers for various office applications.
- Ability to exercise sound judgement, and thorough knowledge of curriculum and subject matter.
- Manage time and schedule flexibility that maximizes teacher schedules and learning.
- Ability to provide encouragement and emotional support to teacher.

**Terms of Employment:**

- 195 Day Contract
- Salary determined by Teacher Collective Bargaining Agreement commensurate with experience and qualifications.
- Benefits determined by Teacher Collective Bargaining Agreement.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.