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## **Instructional Coach**

Job Description

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### **JOB INFORMATION**

Department: Teaching & Learning  
Job Title: Instructional Coach

Original Adoption Date: January 30, 2026  
Latest Revision Date:

### **ORGANIZATIONAL STRUCTURE**

**Reports to:**  
Chief Academic Officer  
↑  
Instructional Coach

### **EMPLOYMENT TERMS**

Contracted, FLSA exempt, 200-day work year (11-month position)

### **JOB QUALIFICATIONS**

#### **Education**

Master's degree in Education or related field required.

#### **License/Certification**

Master's degree in Education, Curriculum and Instruction, Educational Leadership, or a related field.

#### **Skills**

Deep understanding of the Georgia Standards and effective instructional practices across content areas.  
Proficiency in analyzing student and instructional data to inform action planning.  
Strong facilitation and presentation skills.  
Ability to build trusting relationships and work collaboratively with diverse stakeholders.  
Proficiency with instructional technology and data platforms.  
Strong organizational skills and ability to manage multiple priorities.

#### **Required**

Minimum of five (5) years of successful classroom teaching experience.  
Demonstrated expertise in effective instructional practices.  
Strong knowledge of curriculum design, assessment, and data-driven instruction.  
Excellent communication, collaboration, and facilitation skills.

#### **Preferred Experience**

Previous experience as an instructional coach, teacher leader, or curriculum specialist.  
Experience teaching multiple content areas and grade levels.  
Coaching endorsement  
School Leadership Team experience

### **PRIMARY RESPONSIBILITY**

The Instructional Coach serves as a collaborative instructional leader who supports high-quality teaching and learning across all academic content areas. The coach collaborates with teachers, school leaders, and district staff to

enhance curriculum implementation, instructional practices, assessment development, and data-driven decision-making. Through coaching cycles, modeling, professional learning, and collaborative planning, the Instructional Coach builds educator capacity to improve student achievement and outcomes.

## **ESSENTIAL JOB DUTIES**

### **1. Curriculum Development and Implementation**

- a. Support the development, alignment, and implementation of district-adopted curriculum across academic content areas.
- b. Assist with selecting and effectively using instructional materials, digital tools, and supplemental resources.  
Support the development of instructional tools, including lesson templates, pacing guides, and instructional frameworks.
- c. Collaborate with district and school teams to ensure curriculum reflects state standards, district priorities, and evidence-based instructional practices.
- d. Assist teachers in unpacking standards, designing unit plans, and aligning instructional materials to learning targets.
- e. Support vertical and horizontal curriculum alignment through collaborative planning and feedback.
- f. Support teachers in developing and curating instructional resources that align with the curriculum and meet students' needs.
- g. Serve as liaison between teachers and T&L Curriculum Directors to redeliver information and share curriculum concerns

### **2. Professional Learning & Capacity Building**

- a. Implement coaching cycles that include goal setting, planning, observation, feedback, and reflection.
- b. Design, facilitate, and support high-quality professional learning experiences that align with district instructional priorities.
- c. Lead job-embedded professional development, including PLCs, collaborative planning sessions, and instructional learning walks.
- d. Support adult learning through modeling, reflection, and differentiated professional learning structures.
- e. Collaborate with school leaders to identify professional learning needs based on data and instructional goals.

### **3. Instructional Coaching & Support**

- a. Implement coaching cycles that include goal setting, planning, observation, feedback, and reflection.
- b. Model effective instructional strategies and lessons across content areas, including differentiated instruction and student-centered practices.
- c. Provide non-evaluative, strengths-based feedback to teachers to support continuous improvement.
- d. Support new and veteran teachers through targeted coaching and mentoring.
- e. Coordinate/lead new teacher mentor program

### **4. Assessment Development & Data Analysis**

- a. Support the development, selection, and refinement of formative and summative assessments aligned with instructional goals.
- b. Build teacher capacity in assessment literacy, including the use of rubrics, performance tasks, and common assessments.
- c. Analyze student achievement data with teachers and teams to identify trends, strengths, and areas for growth.
- d. Facilitate data-driven action planning to improve instructional practices and student outcomes.

### **5. Collaboration & Leadership**

- a. Collaborate with school administrators, district leaders, and fellow coaches to support district instructional initiatives.
- b. Participate in district-level planning, curriculum work, and professional learning as assigned.
- c. Serve as a thought partner for teachers and leaders, promoting reflective practice and continuous improvement.
- d. Maintain confidentiality and foster trusting relationships with educators.
- e. Promote a culture of instructional excellence

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to talk, hear, stand, walk, and use hands to feel, and/or reach. The ability to express or exchange ideas by means of the spoken word in person as well as conversing by telephone is required. Sitting and working on a personal computer for long periods of time are occasionally required. The employee is also occasionally required to stoop, kneel, or crouch, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.