

Job Title:	District Instructional Coach	Reports To:	Principal/Director of Curriculum and Instruction
Supervises:	Supports Administrators, Teachers, and Staff	HR Contact	Julie Laviolette
Location/Grade Level:		Level/Salary Range:	9.5 MONTH (1 week before school starts and 1 week after school finishes)/Based on a teacher salary schedule
EVALUATION:	Educator evaluation annually pursuant to: BESE Bulletin 130		
Qualifications and Education Requirements	<ul style="list-style-type: none"> Valid Louisiana Teaching Certificate Level 1 or higher (TATs and PL certificates do not meet the requirements) Three years of successful teaching experience (as documented in evaluations and student growth) Master's Degree preferred 		
<p>JOB DESCRIPTION: To provide leadership, guidance, modeling, and coaching to teachers to improve teaching and learning.</p> <p>ROLE AND RESPONSIBILITIES:</p> <ol style="list-style-type: none"> To assist in the alignment of curriculum, instruction, and assessment. To provide effective leadership in the improvement of instruction in the classroom. To work closely with appropriate personnel to improve instruction. To implement the components of the school improvement process. To provide on-going job embedded staff development. To coordinate new ideas and suggestions to improve the total school program, including special programs. To maintain an objective, genuine interest in proposals and suggestions from teachers. To assist in the orientation of new instructional staff. To assist teachers in effective planning, setting instructional outcomes, classroom organization, and management for optimal learning. To provide and/or conduct model lessons on effective instructional strategies and practices including questioning and discussion techniques, student engagement strategies, and using assessment in instruction. To assist teachers in keeping abreast of current trends in education. To encourage and guide teachers in the use of instructional materials, equipment, and technology. To maintain a positive attitude and work harmoniously with the schools and communities. To approach each individual with courtesy and professional respect. To assume responsibility for own professional growth and development: to keep current with the literature, new research findings, and improved techniques; and to attend appropriate professional meetings. To observe and keep records of classroom visits, and maintain all records related to the above responsibilities. To maintain a positive, professional appearance which adheres to the St. Martin Parish dress code. Assumes other related responsibilities as assigned by the immediate supervisor and the Superintendent. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events, parent teacher conferences and school orientation-no more than six times per school year. High school staff must attend high school graduation. <p>PROFESSIONAL RESPONSIBILITIES:</p> <ol style="list-style-type: none"> Maintain professional personal appearance and demonstrate respect for colleagues. Attend work regularly; report to work on time; and provide advance notice of need for absence. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board. 			

7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the St. Martin Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

SUPPLEMENTAL SALARY SCHEDULE (ACT 311):

The salaries provided in the salary schedules shall be considered compensation for work performed by each employee which relate to his/her prescribed duties and responsibilities, as identified and described in the employee's job description(s). Additional compensation shall be provided as follows:

- (1) In addition to all other compensation to which a teacher is entitled, any teacher who is not afforded the minimum uninterrupted planning time required by R.S.17:434(A) shall be compensated at the effective hourly rate of that teacher for each hour of planning time.
- (2) Any employee in a certified position who performs approved work beyond the scope of their prescribed duties and responsibilities in their job description and for which prior approval has been obtained from their direct supervisor and district administration shall be paid at the rate required by La. R.S. 17:418. Any work to be performed outside of an employee's job duties and responsibilities shall require the employee to:
 - (a) submit a written description of the services to be performed and the estimated time to complete the task, which shall be submitted to the employee's immediate supervisor prior to commencing such services;
 - (b) obtain the prior written approval of the employee's immediate supervisor and district administration; AND
 - (c) obtain supplemental, written authority from the employee's immediate supervisor and district administration before exceeding the initial estimated time for performing such services.

Such employee shall submit a completed Extra-Duty Timesheet reflecting the services actually provided and the time spent for each item, rounded to the nearest one-tenth of an hour, within seven (7) calendar days of performing such services to their immediate supervisor. The Extra-Duty Timesheet with prior approval documentation must be submitted to Payroll monthly as the work is performed in accordance with established Payroll cutoff deadlines.
- (3) All nonexempt employees shall be compensated for overtime work in accordance with the Fair Labor Standards Act, 29 U.S.C. 201. If individuals are employed in one capacity but voluntarily work part-time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes in accordance with SMPSB Compensation Guidelines/Overtime policy (GBAA).

While the operation of the St. Martin Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name:		Employee Signature:	
		Date:	
Approved By: Employee Signature:		Date:	