



Thompson School District
Licensed Staff Job Description

Job Title: Instructional Coach
Revised Date: April 2023
Work Year: 185 Days
Department: Learning Services
Reports to: Building Principal

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, four middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY: *To provide support for teachers at the assigned Pk-12 site. To increase the likelihood of positive student growth in classroom settings through the implementation of robust learning strategies and continuous quality improvement processes.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide support/collegial mentoring and coaching that strategically focuses on increasing overall student achievement
- Support curriculum implementation to promote a universally guaranteed and viable access to learning
- Facilitate the use of research-based instructional strategies to effectively support differentiation, classroom management (includes PBIS), effective instruction, and data-driven practices.
- Assist with design and implementation of building PD (curriculum, instructional strategies, assessments)
- Facilitate peer learning observational visits and lab classrooms
- Build internal capacity of school personnel and school leadership teams to become effective users of data
- Collaborate with PLC teams to monitor student progress on an individual, classroom, and school level and adjust instructional practices to support learning
- Facilitate collaborative inquiry data dialogues related to assessment results with PLC teams and assist with the setting of their instructional targets
- Identify data trends and patterns for PLC problem solving
- Collaborate with principal and teachers in developing school effectiveness plans and participate on building leadership team
- Coordinate with curriculum liaisons and district personnel
- Attend training classes and other district meetings as assigned

JOB QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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KNOWLEDGE, SKILLS, AND ABILITY:

- Human relations skills
- Skilled in teaching adult learners
- Knowledge of key teaching strategies specific for K-12 level
- Knowledge of core curriculum
- Support curriculum implementation through instructional strategies; communicate, collaborate, plan and implement instructional labs.
- Organizational, analytical, resource oriented and strong communication skills are required.

SUPERVISION/TECHNICAL RESPONSIBILITY:

- None

EDUCATION AND TRAINING:

- Bachelor's degree in education or related field required; Master's degree desirable.

EXPERIENCE:

- A minimum of 5 years successful teaching experience and 3 years successful teaching leadership experience. Must have completed eight days of Cognitive Coaching training, Instructional coaching or mentoring experience/training desirable.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Colorado teaching license with appropriate endorsement (or licensure application in process with CDE).

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age marital status or disability. The Superintendent is committed to cultural diversity among district personal as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.



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OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive list of the activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.