



## Instructional Coach

**FLSA Status:**

Exempt

**Certifications:**

Valid Missouri Teacher certificate

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Salary Schedule:**

Certified Salary Schedule

**Qualifications:**

- Master's Degree preferred
- Minimum five years teaching experience
- Served at leadership capacity at the building and district level
- Professional Development facilitation
- Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback
- Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of learners
- Thorough knowledge of best practices in curriculum development and assessment creation and implementation
- Strong background and interest in teaching communication arts and/or mathematics
- Desire to continue career improvement by enhancing skills and job performance

**Reports to**

Director of Academic Services

**Terms of Employment**

Teacher contract days plus ten days with benefits according to Board policy.

**Purpose Statement**

The Instructional Coach is a critical lever in improving student achievement. The role of the coach is to work as a colleague with classroom teachers to build teacher capacity and their understanding of instructional practices related to data-driven instruction, Missouri Learning Standards, and effective instructional practices to support student learning. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about research-based effective instruction. In order to meet this purpose the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

\*This is NOT a supervisory position and DOES NOT include evaluation of colleagues.

**Essential Job Functions**

Abides by Missouri statutes, school board policies, and regulations.

**The Instructional Coach will assist the building leadership team and classroom teachers with:**

- Support facilitation of Improvement (data) teams
- Facilitate unpacking of grade level/course power standards
- Support the development and application of common formative assessments
- Support the implementation of district identified best practices in ELA and Math
- Peer coaching

- Assist with planning professional development

#### Improvement (Data) Teams

- Collaborate in improvement (data) team meetings
- Promote the utilization of action research, common formative assessments, and summative assessments to adjust classroom instruction
- Model and support alignment of research-based instructional strategies based on student misconceptions
- Provide in class feedback on the impact of identified strategies on student learning

#### Coaching

- Teach model lessons where appropriate
- Observe classroom teaching
- Teach lessons side by side with teachers
- Conduct collaborative conversations with teachers (conferences)
- Facilitate mutual problem solving to assist teacher in implementing and mastering new district aligned teaching practices
- Implement other improved instructional coaching strategies

#### Instructional Program Support

- Meet regularly with the Director of Academic Services to coordinate and monitor instructional activities related to district and school academic improvement goals
- Meet regularly with principals to coordinate and monitor instructional activities
- Promote and coordinate the implementation and support of district curriculum and instructional frameworks
- Facilitate and promote a system of standard based instruction and proficiency based assessments
- Serve as an active member of the building leadership team

#### School Wide Professional Development

- Assist the principal in creating a calendar for school wide professional development that is directly related to school and district improvement plans
- Facilitate professional development activities by presenting directly to staff of scheduling individuals to present as needed

### Other Job Functions:

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Support district/school decisions in a positive manner with the public, other staff, etc.
- Maintains professional competence through in-service education activities
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting
- Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance
- Maintains strict confidentiality
- Adheres to good safety practices
- Adheres to all district rules, regulations, and policies
- All other duties as required or assigned
- Ability to work to implement the vision, mission, and values of the district

### Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based-competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or lead age-appropriate activities; lesson plan requirements, stages of child development, and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem

solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

### **Physical Demands:**

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials. This individual must be able to travel between district facilities. The position may require other travel.

### **Conditions and Environment:**

The individual who holds this position will be in a school setting that is noisy and active.