

**BOARD OF EDUCATION
JOB DESCRIPTION**

LOCATOR INDEX: 245-A

Title: K-12 INSTRUCTIONAL COACH

Reports To: Director of Curriculum and Instruction

FLSA Status: Exempt

Description: The Instructional Coach serves as part of the Leadership Team and is responsible for bringing evidence-based practices into classrooms by working with and supporting teachers and administration with the goal of increasing student engagement, improving student achievement, and building teacher capacity. He or she works as a colleague with classroom teachers to support student learning. The Instructional Coach focuses on individual and group professional development that will expand and refine the understanding about researched-base 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.

NOTE: The below lists are not ranked in order of importance.

Essential Functions:

- Support the philosophy and vision of Elida Local Schools.
- Facilitate the intellectual and professional development of teachers with a focus on improving student achievement.
- Create positive relationships with teachers and administrators.
- Communicate and demonstrate researched-based instructional practices that result in increased student performance.
- React to change productively and handle other tasks as assigned.
- Provide individualized, classroom-based coaching to support teachers in implementing effective instructional practices.
- Assist in coordination of the Resident Educator Program.
- Serve as a member of the Building Leadership (BLT) and District Leadership (DLT) teams.

Other Duties and Responsibilities:

- Demonstrate a willingness to assume leadership positions.
- Demonstrate knowledge of researched-based instructional strategies that enhance student engagement.
- Provide organized, individual and/or group learning opportunities for teachers as needed.
- Demonstrate knowledge using a variety of assessment tools.
- Demonstrate a thorough knowledge of curriculum development.
- Provide support in analyzing student assessment data.
- Assist teachers with instructional decisions based on assessment data.
- Provide support for classroom motivation and management strategies.
- Assist teachers in creating materials that are in alignment with curriculum.
- Monitor intervention programs by observing, collecting data, and meeting with teachers.
- Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
- Provide assistance in researching instructional and/or curriculum issues.
- Model lessons when appropriate.

- Provide encouragement and emotional support to teachers.
- Encourage ongoing professional growth for all teachers.
- Work positively toward meeting identified district and building improvement goals.
- Assist with development of district curriculum, instruction and assessments.
- Develop and maintain a confidential, collegial relationship with teachers.
- Attend workshops/conferences to learn about instructional strategies aligned to district/school goals.
- Understand that job responsibilities may vary related to each building's needs.
- Perform duties as assigned by the Superintendent and/or Director of Curriculum and Instruction.

Qualifications:

- Master's Degree from an accredited college/university
- Current Ohio Teaching License
- Minimum of 8 years of successful teaching experience
- Demonstrated knowledge of Ohio content standards
- Experience in research-based instructional practices preferred
- Previous coaching or teacher leadership experience preferred
- Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations
- Ability to design and deliver quality professional development for administrators and teachers
- Outstanding presentation and facilitation skills
- Demonstrated ability to communicate in a professional manner both orally and in writing
- Demonstrated strength in organization, communication skills and efficiency in meeting deadlines
- Demonstrated ability to function as a positive collaborative member of a team
- Demonstrated interest and engagement in professional learning and reflection

Adoption Date: