

**Instructional Coach
New Hanover County Schools**

Job Description

Class: Certified
Dept: School

TITLE: Instructional Coach

- QUALIFICATIONS:**
1. Bachelor's degree in education. Master's degree or National Board Certification preferred.
 2. A current teaching certificate in North Carolina.
 3. Minimum of five years teaching experience.

REPORTS TO: Principal

JOB GOAL: Assist school's successful implementation of district programs and curriculum as aligned with the North Carolina Standard Course of Study. Provide coaching to teachers in developing strategies and techniques to increase student achievement.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and instructional practices.
2. Assist K through 12 teachers with improving techniques for instruction and improving overall student achievement; provide instructional strategies and various tools to aid the instruction process; observe teachers and provide feedback and/or demonstrate lessons.
3. Provide support to teachers in their classrooms through coaching, modeling and mentoring to meet the needs of all students.
4. Assist teachers in efficient, exemplary instructional decision-making through reflective planning. Provide consultation on long term planning.
5. Participate as a member of the school's instructional leadership team and collaborate with other members of the team to provide a comprehensive approach to implementing curriculum, instruction, assessment and organizational goals of the school and district.
6. Design learning opportunities that utilize strategies supported by New Hanover County Schools. Serve as contact for teacher interns.

7. Provide presentations and workshops to groups of teachers to accelerate the use of exemplary instructional practices to improve student achievement.
8. Collaborate with colleagues in all departments on a regular basis.
9. Ensure teachers and principals are familiar with any changes to the North Carolina Curriculum.
10. Stay current in researched based instructional practices to ensure staff development matches the needs of all student populations.
11. Perform other related duties and responsibilities as requested by the school administration.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/FLSA Exempt

Starting Salary and/or Grade: State teacher salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to develop, implement and assess instructional strategies.
- Ability to provide group facilitation and presentations.
- Knowledge of adult learning theory.
- Knowledge of the North Carolina Standard Course of Study.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to maintain effective working relationships with administrators and teachers.
- Ability to communicate clearly and concisely, both orally and in writing.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.