



**Instructional Coach Appraisal**

**Instructional Coach Name:**

**Job Title: Instructional Facilitator/Coach**

**Content Area:**

**Reports To: Executive Director of Curriculum and Instruction**

Role and Purpose: The instructional Facilitator/Coach will assist teachers with differentiation of instruction to close achievement gaps for all students while working collaboratively with the instructional coordinators within curriculum and instruction. Responsibilities include providing professional development for initiatives, programs, and activities related to the curriculum content.

<b>Explanation of the Scale</b>		
<b>Each indicator will be scored on a scale of 1 to 4</b>		
<b>4</b>	<b>Exceeds Expectations</b>	<b>3.5-4.0</b>
<b>3</b>	<b>Demonstrates Proficiency</b>	<b>2.5-3.49</b>
<b>2</b>	<b>Below Expectations</b>	<b>1.5-2.49</b>
<b>1</b>	<b>Unsatisfactory Performance</b>	<b>1.0-1.49</b>

**Instructional Program Management**

<b>1.</b>	<b>Facilitate the implementation of district curriculum.</b>
<b>2.</b>	<b>Ensure that instruction is based on clearly defined standards for student learning and is focused on supporting and challenging all students to learn.</b>
<b>3.</b>	<b>Assist teachers in creating materials that are in alignment with the curriculum.</b>
<b>4.</b>	<b>Provide organized, individual and group learning opportunities for teachers.</b>
<b>5.</b>	<b>Provide ongoing support for the effective use of research-based instructional practices in implementing the curriculum through staff development programs, planning meetings and/or coaching.</b>
<b>6.</b>	<b>Model lessons when appropriate.</b>
<b>7.</b>	<b>Analyze student data and assist in the development of an instructional plan to meet the needs of students.</b>
<b>8.</b>	<b>Research and provide resources and support for classroom teachers in the implementation of strategies to ensure student success.</b>
<b>9.</b>	<b>Demonstrate a thorough knowledge of curriculum and subject matter.</b>

10.		Provide appropriate professional development which supports content and pedagogy.
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Total: \_\_\_\_\_

Organizational Climate

1.		Collaborate with content coordinators and district leadership on matters pertaining to curriculum, instruction and assessment.
2.		Adhere to district policies and regulations.
3.		Develop and maintain a confidential, collegial relationship with teachers.
4.		Prompt and prepared for assigned duties.
5.		Maintain good attendance; when absent, comply with notification procedures.
6.		Model professional behavior at all times.
7.		Compile and maintain all reports and other documents required.
8.		Develop and maintain a confidential, collegial relationship with campus leaders.
9.		Engage in the integration of technology into the instructional process.
10.		Highly visible in dealing with instructional support.

Total: \_\_\_\_\_

Professional Growth and Development

1.		Utilize information and insights gained in professional development to improve instructional leadership skills.
2.		Remains current in curriculum and instruction development.
3.		Seek, share, and respect the ideas of others.
4.		Attend workshop/conferences to learn about new instructional strategies that impact student achievement
5.		Request support and/or resources when needed.

Total: \_\_\_\_\_

Overall Total: \_\_\_\_\_ /100

Scale Score: \_\_\_\_\_ (Total divided by 25 indicators)

Comments:

*This appraisal instrument is intended to describe the general role and responsibility assigned to this job and is not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

\_\_\_\_\_  
*Signature of Appraiser*

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*Signature of Instructional Coach*

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*Date of Conference*