



## Job Description

### Teaching and Learning Coach

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 200 Days

**Experience Required:** Prior teaching experience is preferred.

**Minimum Education Requirements:** Master's Degree in a related field.

**Department:** Academic Services.

**Direct Supervisor:** Executive Director of Academic Services.

**Primary Work Location:** School setting.

**Certification:** Proper certificate in related field.

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**Job Summary:** Promote and improve highly effective research-based teaching strategies in the classroom and assist in the development of curriculum and assessment to complete a well-rounded educational delivery to ensure high levels of learning for all students.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Lead in the design and delivery of the professional development activities for principals, teachers, and support professionals for the purpose of integrating innovative teaching approaches and techniques into the daily classroom.
- Analyze student achievement data to improve instruction, curriculum, assessments, professional development, and instructional materials.
- Assist in the development, integration, and implementation of the elementary and secondary curricular/instructional programs to ensure local, state, and federal priorities and requirements are met.
- Attend a variety of meetings, workshops, conferences to convey information related to their role.
- Model effective strategies to leverage technology in the classroom and maximize student learning.
- Evaluate research findings and industry "best practices" for the purpose of modifying and improving the District's curriculum, instruction, assessment, and professional development programs.
- Facilitate the development of new and revised district wide assessments and reporting forms.
- Plan and coordinate building level and/or district-level activities that involve staff, parents, community, and students.
- Assist in building strong relationships alongside teachers to provide support and direction including developing, disseminating, and modeling "best practices" and strategies that increase student learning and performance.
- Perform related work as required.

#### Knowledge, Skills, and Abilities (KSA's) for Position



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An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Current educational theory and instructional techniques while presenting subject matter to students.
- Appropriate codes, policies, regulations, and laws.
- Age-appropriate activities, lesson plan requirements, and stages of child development.

#### Skills

- Strong written and oral communications and relational skills.
- Social Perceptiveness and being aware of others' reactions and understanding why they react as they do.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### Abilities

- Identify needs and abilities of individual students and to adapt instructional methods accordingly.
- Interpreting educational implications of evaluation results, designing interventions, and providing specially designed instruction.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.
- Complete forms, write reports and engage in written correspondence with parents.
- Present information effectively and respond to questions.
- Write clear and complete lesson plans.
- Effectively welcome and embrace differences among employees and students.
- Must be able to successfully complete a background investigation.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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**Signatures / Date**

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date