



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Instructional Coach
REPORTS TO: Director of Elementary Education and/or Principal and/or Supervisor
QUALIFICATIONS:

1. Valid New Jersey teaching certification.
2. At least three (3) years of successful teaching experience.
3. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
4. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Randolph Township Schools Student-Centered Instructional Coaching model is grounded in seven core principles including (1) setting student learning goals for coaching cycles, (2) creating learning targets for coaching cycles, (3) using student evidence to co-plan instruction, (4) organizing coaching through coaching cycles, (5) co-teaching with a focus on effective teaching practice, (6) measuring the impact of coaching on student and teacher learning, and (8) partnering with building and district leaders for school improvement.

ESSENTIAL JOB FUNCTIONS:

1. Enhances effective instructional strategies of teachers through in class coaching, co-planning to develop a robust repertoire of pedagogical practices, consistent and ongoing collaboration, and focused feedback.
2. Supports design of instruction by teacher that focuses on the diverse needs of students by setting standards-based goals for student learning, analyzing student learning data to drive co-planning of differentiated instruction, and co-designing formative assessments.
3. Promotes standards-based learning by deepening teachers' content knowledge with aligned practices and infusing state standards and curriculum to create learning targets.
4. Facilitates conversations with teachers on using data to drive instructional decisions.
5. Collaborates with teachers to analyze formative and summative student achievement data.
6. Assists teachers with the use of student evidence to improve student learning
7. Engages teachers in reflective thinking while looking at their own instructional practices critically and analytically.
8. Fosters a safe, trusting environment for teacher to learn within.
9. Engages in continuous learning and professional growth aligned to district mission and goals.
10. Designs and facilitates effective professional learning based on school and district goals.
11. Works consistently with building and district administrators to drive interconnectedness of coaching, school improvement plans and district initiatives.
12. Teaches when there is a need in the building to fill a staffing need with approval from the Director of Elementary Education.
13. Spends 80% of time collaborating directly with teachers, 10% of time development as a coach, and 10% of time developing teachers through professional learning.
14. Performs such other tasks and assumes such other responsibilities as assigned by the Director of Elementary Education, Principal or Supervisor.

WORK YEAR: Ten-month employee

DATE APPROVED: August 18, 2020
APPROVED BY: Board of Education