



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT
Job Description

SECTION TEACHING SERVICES PERSONNEL

AREA CERTIFIED PERSONNEL

TITLE INSTRUCTIONAL COACH

QUALIFICATIONS:

1. Valid NJ Teaching Certificate
2. At least 3 years of successful teaching experience

REPORTING RESPONSIBILITY

The Instructional Coach reports to the Department Supervisor/Principal

JOB GOAL

To provide ongoing, job-embedded professional development employing a variety of methods and research-based strategies to foster widespread, high-quality implementation of instructional strategies and techniques for the purpose of increased student achievement.

TERM OF EMPLOYMENT

Ten- month contract consistent with the agreement negotiated with the applicable bargaining unit.

EVALUATION

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel. See Policy 3221.

PERFORMANCE RESPONSIBILITIES:

1. Works in partnership with colleagues to accelerate teachers' professional learning through mutually enriching, healthy relationships.
2. Encourages teacher initiative and innovation.
3. Facilitates meetings with teams of teachers to explain goals, philosophy, kinds of research based instructional techniques available and the support an instructional coach can provide.
4. Facilitates meetings, training opportunities and professional development for teams of teachers.
5. Supports the implementation of the curriculum into the daily instruction.
6. Coordinates data collection and reporting at district levels.
7. Coordinates and facilitates parent advisory committee and community events.
8. Collaborates with staff to plan lessons, identify and develop resources and implement strategies.
9. Meets with teachers individually, as needed, at a convenient time for the teacher to identify the teacher's most pressing needs and to discuss possible research-validated instructional techniques and strategies that might help the teacher address those needs.
10. Coordinates opportunities for staff members to observe instruction.
11. Observes classes taught by teachers to evaluate the overall progress of the class and make suggestions on how to improve outcomes for individual students.
12. Demonstrates how the instructional methods, strategies and techniques can be used for instruction.



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT
Job Description

13. Models lessons for teachers.
14. Works with Supervisor and groups of teachers to establish professional learning communities that ensure high quality research-based instruction is provided consistently across classrooms.
15. Works with building administration and Supervisors to provide input on scheduling, classroom management and curriculum development.
16. Seeks methods, materials and equipment to enhance the teaching climate.
17. Participates in all required professional development.
18. Collects and analyzes overarching data related to the utilization of the instructional coaching position and its impact.

OTHER DUTIES:

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the appropriate personnel.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Supports Staff Members/School District Reporting Responsibilities -3159
 - b. Physical Examination – 3160
 - c. Substance Abuse – 3218
 - d. Sexual Harassment – 3352
 - e. Electronic Communications between Teaching Staff Members and Students – 3283

Adopted: 16 November 2021