

**SAYREVILLE PUBLIC SCHOOLS
JOB DESCRIPTION
INSTRUCTIONAL COACH**

- I. Summary Description: The Instructional Coach is a critical lever in improving student achievement. The role of the coach is to build teacher capacity and understanding of instructional practices as related to New Jersey Student Learning Standards and Data Driven Instruction. An instructional coach is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. The instructional coach will work to promote reflection, provide guidance and structure where needed, and focus on strengths, collaboration and common issues of concern. The instructional coach is responsible for facilitating the development of high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. This is **NOT** a supervisory position and **DOES NOT** include evaluation of colleagues.
- II. Reports to: School Principal, Supervisor of Professional Development
- III. Major Duties and Responsibilities:
- 1 Model lessons in classrooms on a daily/weekly basis.
 - 2 Support the instructional development of all teachers in understanding the NJSLs, the curriculum, various assessments, the Framework for Teaching, and data analysis.
 - 3 Coordinate the development and application of common formative assessments.
 - 4 Promote and coordinate the implementation of research based instructional strategies
 - 5 Facilitate and promote a system of standards-based instruction and proficiency based assessment.
 - 6 Confidentially assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources.
 - 7 Support teachers and administrators in using data to improve instruction on all levels.
 - 8 Confidentially assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
 - 9 Work with the new teacher induction program mentoring the new teachers at assigned school and presenting instructional strategies to them.
 - 10 Confidentially support teachers by sharing multiple instructional strategies/processes with teachers during planning times.
 - 11 Develop staff members' knowledge and skills through a variety of professional development targeted topics and designs.
 - 12 Develop confidential coaching plans for teachers to ensure student improvement.
 - 13 Submit a weekly coaching and activity log and documentation of pertinent data requests.
 - 14 Contributes to a school culture that promotes the ongoing improvement of learning and teaching for students and staff: Engages in the essential

conversations for ongoing improvement. Facilitates collaborative processes leading toward continuous improvement.

- 15 Observe teachers for coaching purposes only. All coaching, observations and feedback provided by the coach are for the purpose of professional development and support and shall be confidential.
- 16 Demonstrate commitment to closing the achievement gap: Uses evidence to support student improvement. Identify barriers to achievement and knows how to close resulting gaps. Provides evidence of growth in student learning.
- 17 Attends staff meetings and serves on committees, as required.
- 18 Performs other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under authority of the Board of Education.
- 19 This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

IV. Minimum Qualifications:

- 1 Valid New Jersey School Teaching credentials.
- 2 Five (5) successful years of teaching experience, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs.
- 3 Proven ability in using student-level data to guide instructional decisions.
- 4 Strong pedagogical knowledge and content expertise.
- 5 Experience in research-based instructional practices.
- 6 Excellent written and oral communication skills.
- 7 Ability to foster growth, creativity, and flexibility using a variety of techniques.
- 8 Strong interpersonal skills and the ability to work positively and cooperatively with others.
- 9 Models continual improvement, demonstrates lifelong learning, and applies new learning to help all students achieve.
- 10 In-depth knowledge of the New Jersey Student Learning Standards and Assessments.
- 11 Knowledge and demonstrative skills in the use of technology for teaching and learning.
- 12 Knowledge of innovations in education; alternative instructional strategies, alternative assessment methods; blended instructional support; in-class support for special needs students, instruction based on student performance and decision making, peer tutoring, cooperative learning.