

WAUNAKEE COMMUNITY SCHOOL DISTRICT

INSTRUCTIONAL COACH

Job Description

QUALIFICATIONS:

1. Certification in appropriate level/subject by the State of Wisconsin
2. At least five years successful classroom teaching experience
3. Completion of at least three credits in instructional coaching, or willingness/ability to complete within one year of hire
4. Strong oral and written communication skills and interpersonal skills
5. Ability to design and deliver training/workshops
6. Leadership abilities demonstrated within the education field
7. Exemplary classroom practice and a deep understanding of instructional strategies and state and/or National standards.
8. Experience in facilitation, consultation, and collaboration
9. Other qualifications deemed necessary by Board of Education

REPORTS TO: Building Principal and Director of Elementary Curriculum and Instruction

GENERAL FUNCTIONS: Acts as an instructional leader in guiding and modeling instruction based on best practices, district expectations, and current research. Responsible for providing staff with resources in the areas of instruction, assessment, differentiation and staff development to support high quality instruction, aligning curriculum to standards, and improving student achievement.

PERFORMANCE RESPONSIBILITIES:

A. Professional

The instructional coach shall:

1. Attend and participate in required district inservice programs.
2. Complete the evaluation/staff development cycle.
3. Stay current through professional development opportunities.
4. Share expertise and knowledge with other staff.
5. Demonstrate punctuality and dependability.
6. Promote a positive attitude and enthusiasm toward education.
7. Develop and maintain positive and cooperative interactions and communication with school staff, clients, and the community.
8. Teach a broad base of understanding without indoctrinating students with his/her own cultural, political, religious or philosophical beliefs.
9. Utilize established channels for handling routine procedures, resolving problems/concerns and making suggestions.

B. Coaching

The instructional coach shall:

1. Help improve instruction by engaging teachers in intensive job-embedded professional development, such as: providing demonstration lessons, observing and providing feedback to classroom teachers in effective practice, conducting coaching cycles, and sharing information at grade level/department Professional Learning Communities.
2. Provide, facilitate, and participate in high-quality, research-based, data-driven staff development for staff members.
3. Act as a resource for teachers, parents, administrators, school board and community members.
4. Extend instructional competencies through professional development opportunities with other instructional coaches through professional reading.
5. Develop coaching strategies and techniques for interacting with adult learners.
6. Meet regularly with other instructional coaches for professional learning on coaching.
7. Keep up on the current literature and research as it applies to best practices in instruction and communicate that information to staff.

C. District / Department

The instructional coach shall:

1. Attend and participate in all department meetings within the department assigned.
2. Assist in meeting department goals.
3. Complete assigned tasks needed for self-studies on time.
4. Assist in the selection of textbooks, supplies, and other needed items.
5. Keep accurate records and provide them for school district use and file required reports on a timely basis.
6. Develop a budget for applicable programs and insure that needed materials are ordered with the administrator's approval.
7. Participate in required staff meetings and conferences.
8. Participate in committees and School Improvement Institute as related to district needs.
9. Care for district resources, equipment, and materials assigned to him/her and report concerns regarding facility and equipment to the designated supervisor.
10. Be knowledgeable of and adhere to all procedures and practices described in the Teacher, Student, and/or Parent Handbooks.

D. Other

The instructional coach shall:

1. Be knowledgeable of and adhere to all district policies and procedures.
2. Be knowledgeable of and adhere to the stipulations in the teacher handbook.
3. Be knowledgeable of and adhere to federal and state laws that apply to his/her job assignment.
4. Provide direction and supervision for all school activities to which s/he is assigned (coach, director, supervisor, chaperone, etc.)
5. Participate in the development and implementation of district goals and plans.
6. When applicable, provide direction and/or supervision for teacher assistants, student teachers, interns and substitutes.
7. Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
8. Perform all other duties and responsibilities as assigned by their supervisor.