

Secondary Instructional Coaching

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Job Duties & Responsibilities:

- Assists teachers and administrators with curriculum development, instructional strategies, classroom management, assessment of student performance, and various aspects of professional development in multiple content areas.
- Conducts observations of instruction and provides appropriate coaching, modeling, and feedback on the implementation curriculum, instruction, and assessment.
- Fosters a non-evaluative working relationship with teachers and support staff
- Instructor of high school elective course - *Intro to Teaching Profession*
- Supervisor for HS chapter of Future Teachers of America club
- Daily location assignment: White Days at the HS, Blue Days at the MS. Some crossover occurs due to teachers' schedules, availability, departmental meetings, team meetings.

Coaching Process:

- Beginning of the year
 - Conducted 2-3 initial observations of teachers in their natural environment
 - Major look-fors included 5 foundational skills deemed necessary for all teachers to master:
 - a) classroom management,
 - b) student engagement,
 - c) behavior management,
 - d) lesson planning,
 - e) delivery of a basic lesson.
 - Based on the determined level of mastery, two options followed...see [handout 1 & handout 2](#)
- Mid-year
 - Teachers missing any of the 5 foundational skills participate in coaching cycles
 - [Handout](#) - Pre-conference, Gather Data, De-Brief
 - Teachers not missing foundational skills, work on the principal's instructional goals.

Other Resources:

- Instructional Coaching Headquarters - [handout](#)
 - A digital platform (Google Slides) consisting of links to commonly utilized documents, resources, videos, and request forms.
- Instructional Coaching Menu - [handout](#)
 - Itemized list of supports and resources I can provide for teachers in need
 - Teachers can use Google Forms / Sheets to place request, or email direct
 - Has proven useful in describing to faculty and staff who are unaware of how to utilize instructional coaching