

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: INSTRUCTIONAL COACH – MATHEMATICS K-5**

**QUALIFICATIONS:**

1. Certified elementary teacher with master's degree or significant experience and graduate coursework in mathematics. Math certification desirable
2. Math Advantage or Math Recovery experience and training preferred
3. Knowledge and experience in effective instructional practices in mathematics
4. Understanding of mathematics concepts beyond that of the typical elementary classroom teacher, documented through extra college coursework in mathematics or substantial professional development related to mathematics instruction
5. Strong organizational skills, mature and discreet judgment, can hold confidential matters
6. Familiar with district policies and procedures
7. Demonstrated ability to communicate orally and in writing
8. Excellent problem-solving skills.
9. Ability to work with adult learners effectively
10. Ability to collaborate with and encourage the professional growth of colleagues
11. Ability to provide professional development in groups of teachers and administrators
12. Computer skills including Microsoft Word, Excel, Powerpoint and Publisher
13. Ability to provide personal transportation to attend work related training and errands
14. Successful background check that is satisfactory to the Board of Education

**REPORTS TO:** Building Principal and/or Executive Director of Elementary Learning

**JOB GOAL:** To support at the school level, the implementation of best mathematics practices across the elementary schools through job-embedded professional development

**PERFORMANCE RESPONSIBILITIES:**

1. Provide instructional support/consultation to classroom teachers
2. Guide implementation of site improvement initiatives in the area of mathematics maintaining a focus on instructional strategies that support learning for all students
3. Collaborate and actively participate with principal and staff in professional learning discussions regarding student achievement in the area of mathematics.
4. Work with principals, staff and parents to achieve expectations
5. Provide leadership in design and delivery of professional development activities to promote content knowledge and innovative teaching techniques.
6. Maintain and analyze assessment data regarding school, classroom, and student achievement in the area of mathematics.
7. Continue to update knowledge and skills related to best instructional practices in mathematics.

**PHYSICAL DEMANDS:** Must be able to walk, stand, stoop, and sit for periods of time

**TERMS OF EMPLOYMENT:** As per School Board Policy GDBDA

**TYPE OF POSITION:** Exempt

**EVALUATION:** Building Principal and/or Executive Director of Elementary Learning

**APPROVED BY SCHOOL BOARD:** February 21, 2019