

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: INSTRUCTIONAL COACH – ENGLISH LANGUAGE ARTS 6-12**

**QUALIFICATIONS:**

1. Certified English Language Arts teacher with a master's degree or significant experience in curriculum and instruction
2. Knowledge and experience in effective instructional practices in 6-12 ELA
3. Strong organizational skills, discreet in judgement, able to honor confidentiality
4. Demonstrated ability to communicate orally and in writing
5. Able to work with adult learners
6. Able to provide professional development to teachers both in small groups and one-on-one
7. Must provide own transportation across the district, to trainings

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

**JOB GOAL:** Support the implementation of best instructional practices through job-embedded professional development.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide instructional support to classroom teachers
  - a. Observe and coach teachers in effective practices
  - b. Provide sustained mentorship for teachers
  - c. Provide site-based support focused on instructional strategies
2. Collaborate with administrators and staff to improve instruction and student learning
  - a. Meet regularly with building-level administrative teams to report progress and plan next steps
  - b. Communicate recurrently with the Director of Secondary Learning to plan and implement strategies to improve instruction
3. Work cooperatively with other instructional coaches K-12
  - a. Network regularly with other instructional coaches to develop and implement effective coaching practices
4. Maintain and analyze data for schools, instructional teams, and classrooms
  - a. Identify needs and make recommendations for improvement based on data
5. Provide literacy leadership
  - a. Research and make recommendations for appropriate instructional materials and resources
  - b. Model instructional strategies within the classroom and in professional development sessions
6. Seek professional development for growth as an instructional leader
  - a. Attend local, state and other professional growth opportunities as approved
  - b. Read and participate in book studies as organized by the district

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

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

**TYPE OF POSITION:** Exempt

EVALUATION: Annually by the Building Principal and/or Executive Director of Secondary Learning  
APPROVED BY SCHOOL BOARD: February 21, 2019