

Job Description
MOORE PUBLIC SCHOOLS

Job Title: INSTRUCTIONAL RESOURCE COACH

Qualifications:

Credentials: Oklahoma Teacher Certification

Education: Bachelor's degree required; Master's degree preferred

Training or Experience Required: Three to five years teaching experience.

Special skills, Knowledge, Abilities:

Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; may conduct interviews. In addition, must use creativity; makes public speeches or presentations or provides complex letters or reports.

Performs data recording/record keeping operations for archiving information and the study, research and analysis of programs and initiatives.

Must have command of mathematical skills required to assess and manage data reports, budget management, and other functions connected to quantitative analysis and communication.

Reads, interprets, and assists with the analysis and creation of complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): Performs duties under limited supervision by providing leadership and assistance to district instructional staff. Provides leadership to improve the knowledge of teachers in effective instructional delivery. Primary duties focus on the improvement of instruction through offering professional development, coaching, support and follow-up on effective strategies, methods, skills, use of challenging district and state academic content standards, and student academic achievement standards. An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is responsible to choose the solution.

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Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; corrective counseling; assists with resolution of instructional delivery performance concerns (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short- and long-range planning to set and/or attain district goals and objectives. (F) Demonstrates leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Collaborate with co-workers, subordinates, supervisors, and community leaders to accomplish district objectives or goals. (H) Contributes to quality of district programs including extracurricular programs; be involved in personal growth and development.

Essential Job Functions/ (PERFORMANCE RESPONSIBILITIES):

1. Provides professional development activities that are sustained, intensive, of high quality, and designed to improve teachers' knowledge and instructional skills.
2. Evaluates professional development offerings to determine the program's effect on improving teachers' knowledge, skills, and student achievement.
3. Provides follow-up for teachers who have participated in professional development designed to ensure that the knowledge and skills learned by the teacher are implemented in the classroom.
4. Develops and provides professional development strategies and programs to more effectively involve parents in helping their children achieve state content and student performance standards.
5. Trains teachers in research-based, innovative, and proven instructional methodologies that emphasize integration of the career pathways and are designed to meet the diverse learning needs of individual students.
6. Provides a forum for interaction among teachers that allows for the exchange of information or advances in content, pedagogy, and curricular integration.
7. Provides orientation and induction activities designed to assist staff to plan, model, instruct, reflect, and evaluate instructional delivery and practice.