



NEW MIAMI BOARD OF EDUCATION JOB POSTING

TO: Any Qualified Applicant
FROM: New Miami Board of Education Office
DATE: June 11, 2024

We are now accepting applications for the 2024-2025 school year for the vacancy of:

Position: Instructional Coach (NNN CT3 Education) – 183 Days

Location: New Miami Local Schools

Duties: Job description attached.

Salary: Commensurate with training and experience as established by Board policy.

Application Process: Administration will review all applicants who have completed an on-line application through the **Butler County Area Application Consortium**. Click [HERE](#) to apply.

Application Deadline: Until filled.

Background Check: Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

TERMS OF EMPLOYMENT:

Salary shall be determined annually by the Board of Education.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

EVALUATION:

The Instructional Coach shall be evaluated by the Director of Curriculum and Instruction, using the form and procedures adopted by the Board of Education.



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Position:	Instructional Coach – No Nonsense Nurturer (CT3 Education)
Reports to:	Principal, Director of Curriculum and Instruction, Superintendent
Hours:	8 hours per day; 5 days per week
Contract:	183 days
Salary Schedule:	Certified Teacher Salary Schedule

SUMMARY:

An effective Instructional Coach will spend some of their time on classroom coaching with teachers (planning, demonstration, observation, co-teaching and study of lessons) and some of their time will be spent on coaching responsibilities (own training, PD for staff, data review and conversations, staff development coordination with administrators, record keeping/logs).

MINIMUM QUALIFICATIONS:

Master's degree.

Previous CT3 training preferred.

Successful experience serving as a classroom coach or teacher.

Skilled in data analysis and educational technology.

Knowledgeable of technology platforms and skilled problem solving strategies.

Documented evidence of a clear criminal record.

DUTIES AND RESPONSIBILITIES:

Specific duties include but are not limited to the following:

- Assist in the structure and design for high-quality, school- and team-based professional learning that supports teacher and student learning.
- Acts as a catalyst to support continuous academic improvement.
- Articulates the intended results of professional learning on teacher practice and student achievement.
- Models use of effective collaboration skills.
- Facilitates the analysis of student achievement and teacher professional development data to determine the impact on student learning and teacher practice.
- Increases teachers' capacity to analyze research to make instructional decisions.

The New Miami Local School District is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay Act of 1963, Americans with Disabilities Act and Title IX are followed.



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- Advances teachers' understanding and use of various strategies to assess student progress toward established goals and to improve teaching practice.
- Acts as a resource to support job-embedded professional learning and improved academic achievement in the school.
- Engages teachers in data analysis and interpretation of data from multiple sources to determine student and teacher needs.
- Facilitates a variety of in-depth, sustained professional learning experience aligned with the school improvement goals for student achievement.
- Advances teacher's deep understanding and use of content knowledge and research-based instructional strategies to help students meet rigorous academic standards.
- Provides classroom-based support for implementation of new and/or refined instructional practices.
- Creates structures and processes for collaborative work that promote collegiality and shared responsibility.
- Assures that time available for professional learning and collaboration is used to enhance quality teaching and student learning.

ABILITY REQUIREMENTS:

- Demonstrates professionalism and maintains a positive work attitude.
- Articulates a clear vision and provides leadership to advance the change process.
- Delivers a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Interprets information accurately and initiates effective responses.
- Enters data and completes detailed paperwork accurately.
- Averts problem situations and intervenes to resolve conflicts.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

ADDITIONAL WORKING CONDITIONS:

- Potential for exposure to blood borne pathogens and communicable diseases.

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- Occasional operation of a vehicle, possibly under inclement weather conditions.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.
- Potential for exposure to hazardous materials or to working conditions that require the use of special procedures, precautions, or personal protection equipment as specified by Board Policy or OSHA regulations.
- Physical and emotional ability and dexterity to perform required work and move about as needed in a fast pace, high-intensive work environment.
- Complies with drug and alcohol testing according to any/all federal and state laws/regulations.

This job description is only to be interpreted as a basic guideline of the job responsibilities. As a district, employees may be required to perform duties as assigned that may not appear in this job description. Personnel will be required to follow the instructions and perform the duties required by their supervisor.

TERMS OF EMPLOYMENT:

- Salary shall be determined annually by the Board of Education's adopted schedule.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

EVALUATION:

- This position shall be evaluated by an administrator with the certificated credentialing, using the forms and procedures adopted by the Board of Education.