

SEDALIA SCHOOL DISTRICT #200

Job Title: Instructional Coach

Job Overview

- Certified Staff Salary Schedule
- 185 days as set in the annual calendar
- Reviewed annually with recommendation for re-employment by April
- Reports to Building Administrator and Director of Curriculum, Instruction & Assessment

Qualifications

- Bachelor's Degree (Master's Degree preferred)
- Teacher Certification in appropriate grade level by the State of Missouri
- Three or more years of classroom teaching at the appropriate level
- Understanding of the role of Instructional Assistant and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Other Working Conditions

- Employed in March with contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Participate in appropriate subject/grade level professional development
- Work with school staff providing on-site professional development, technical assistance, and support to teacher as they implement the curriculum
- Demonstrate exemplary classroom practices and possess a deep understanding of educational theory
- Ongoing teaching of children in a variety of settings and grade levels
- Extend competencies through professional development opportunities and networking with other instructional coaches in developing, implementing and researching to enhance student achievement
- Help improve instruction by engaging teachers in intensive professional development and promote a school-based professional community
- Provide demonstrations of literacy/math/other instructional program components
- Attend regular and special meetings as required by the administration
- Observe and coach classroom teachers in effective practices

- Provide sustained mentoring to classroom teachers
- Plan and conduct professional data/instructional team meetings
- Provide workshops
- Manage and evaluate the school's literacy/math/other instructional program to ensure overall effectiveness and the highest level of quality
- Collect data, analyze results and report findings
- Implement a school-wide assessment system for monitoring student achievement
- Evaluate student achievement and assist with placing students in appropriate intervention and support services
- Identify needs and make recommendations for appropriate resources
- Assist development of individual student plans
- Provide leadership for literacy/math/other instructional programs across the school community
- Meet regularly with the principal/Director of Curriculum to report on progress and plan next steps
- Communicate the results of the literacy/math/other instructional programs
- Maintain current knowledge and skill in teaching methodology, subject matter and contemporary educational approaches
- Attend regular and special meetings as required by the administration
- Maintain communication and a working relationship with members of the staff and District Office staff
- Work cooperatively with the directors, district coordinators and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal and/or Director of Instruction & Curriculum/Federal Programs and/or Asst. Superintendent Federal Programs

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.