

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Instructional Coach**
 Pay Schedule/Range: **MEEA Contract + Stipend**
 Prepared/Revised Date: **July 27, 2023**

Reports To: **Chief Academic Officer**
 FLSA Status: **Exempt**
 Work Year: **School Year +5 (186 days)**

SUMMARY: The basic role of the Instructional Coach is to increase the instructional capacity of teachers to maximize student learning and growth. The Instructional Coach will work as a colleague with classroom teachers to support student learning and growth. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding and implementation of research-based best practices to support the Danielson Framework. In order to meet this purpose and through the lens of the Jim Knight Instructional Coach model, the Instructional Coach will provide personalized support that is based on the goals and identified needs of the school and the individual teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Task Descriptions	Frequency	% of Time
1. Assists teachers in designing instructional lessons that integrate district curriculum and technology resources	D	20%
2. Uses peer coaching techniques and modeling to implement best practices	D	20%
3. Assists in the compilation and organization of student data to identify trends in district and school data for the purpose of improving student achievement	D	15%
4. Assists in the development of the curriculum scope and sequence and the District Technology Plan	D	15%
5. Provides professional development aligned with the district goals	D	10%
6. Seeks out resources to enrich teachers' skills in implementing the curriculum and integration of technology	W	5%
7. Creates an environment of respect and rapport in working with all stakeholders	M	5%
8. Completes trainings and technical assistance for staff	M	5%
9. Actively participate in professional organizations, committees, etc.	M	1%
10. Perform other duties as assigned, including responding to emergency situations	Ongoing	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum of a Bachelor's Degree in education; Masters Degree in Education and/or National Board Certification preferred
- Minimum of three years experience in a classroom teaching position; five or more years preferred
- Training and experience in the Jim Knight Teacher Coaching Model required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

- Valid Illinois Professional Educator License

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced knowledge, training, and experience in the Jim Knight Teacher Coaching Model required
- Advanced oral and written communication
- English language skills
- Bilingual oral and written communication skills preferred
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Advanced knowledge of content, curriculum and pedagogy and actively seeks opportunities to continue learning about curricular initiatives and instruction
- Advanced knowledge of multiple assessment measures and data analysis to identify trends in district and school data for the purpose of improving student achievement
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies, and District, building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, direct staff regarding safety expectations, correct unsafe conditions/practices, and inform the Supervisor regarding any urgent conditions

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc
- Operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE	
	Chief Academic Officer or designee	
Direct reports:	POSITION TITLE	# of EMPLOYEES
	None	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.