

SOUTH AMBOY SCHOOL DISTRICT
South Amboy, NJ 08879

Job Description
Instruction/Curriculum

CERTIFIED

TITLE: TEACHER COACH

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate (Cert Codes: 0000, 1000-2350, 2500-4199)
2. Demonstrate knowledge of subject specialty and effective teaching methods, resources, and technologies.
3. Demonstrate skills in analyzing and using data for instructional decision-making
4. Ability to maintain a positive learning environment
5. Strong interpersonal, problem-solving, communication and organizational skills required to effectively facilitate coaching and staff development
6. Ability to design (individually or in collaboration with others) high quality professional development for teachers/school staff
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Superintendent/Designated Administrator

SUPERVISES AND/OR PROVIDES SERVICES TO: Pupils, and when assigned, assists & supports classroom teachers and paraprofessionals.

JOB GOAL:

Enhance the instructional practices at the classroom level and raise the level of student achievement in a non-supervisory role; assists teachers in helping pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued academic success.

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve the New Jersey Student Learning Standards and district educational goals and objectives by coordinating the efforts of teachers to promote active learning and skills development in the classroom.
2. Coordinates and assists the efforts of teachers to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, serving as a resource person to staff for this and other activities.
3. Coordinates and assists the efforts of teachers to set specific objectives wherever possible in lessons.
4. Coordinates and assists teachers in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction, including acquisition of basic skills.
5. Monitors student progress utilizing district approved data collection methods and provides reports, presentations, and guidance for planning and implementation purposes.
6. Coordinates and assists teachers in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
7. Coordinates and assists teachers in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth activities.
8. Facilitates school-based, high quality professional development; works with teachers (in teams or

individually) to refine their knowledge and skills, including in-class coaching and modeling of instructional strategies.

9. Coordinates and assists teachers in their participation in school-level planning, faculty meetings/committees and other school system groups. Builds consensus among staff concerning efficient delivery of educational services.
10. Coordinates and assists teachers in their efforts to makes effective use of community resources to enhance the instructional program.
11. Assists the building principal and district superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
12. Attends meetings as assigned and accurately reports back to administrative staff on items related to achieving district educational goals.
13. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF

EMPLOYMENT: 10 Months

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: South Amboy Board of Education

Date: April 30, 2018

Revised: