

Job Title	PYP Instructional Coach PreK - Grade 5
Classification	Overseas Direct Hire
Reports To	Division Principal
Working Hours	Faculty Hours

ACRONYMS:

- PYPC: Primary Years Program Coordinator
- AP: Assistant Principal
- ELT: Elementary Leadership Team
- SRT: Student Resource Team
- EAL: English Additional Language

Job Description:

The PYP Instructional Coach will support PreK to Grade 5 teachers with evidence based, highly effective instructional practices, by providing classroom based demonstrations, a comprehensive instructional program, collaborative and one-on-one support, and by facilitating teacher inquiry and related professional development. The PYP Instructional Coach will help build the capacity of teachers and students to effectively implement an inquiry-based, student-centered learning environment. The PYP Instructional Coach will use student learning and achievement data to inform instruction and assessment and will make recommendations about potential next steps to address areas of need.

The PYP Instructional Coach is an excellent communicator who exemplifies the IB Learner Profile and Attitudes and who creates a positive working environment. This environment of trust, creativity, innovation, and openness to new ideas is fostered by welcoming and encouraging input from others, while anticipating future obstacles and continually retooling to meet challenges.

The PYP Instructional Coach will be a member of and will work collaboratively with the Elementary Principal and Assistant Principal, Elementary Leadership Team, the Grade Level Team Leads, the PYP coordinator, and the Student Resource Team, in order to advise teachers on developing instructional strategies and intervention programs for all students. This may include modeling lessons in classrooms, helping teacher groups plan instruction, analyzing student achievement data, reviewing Individual Education Plans and EAL (English Additional Language) needs, creating system-wide policies and procedures, and facilitating professional development.

Roles and Responsibilities:

As an essential partner in the instructional process, the PYP Instructional Coach will:

INSTRUCTIONAL SUPPORT

- A. Collaborate with classroom teachers to create and implement relevant, authentic learning experiences around student learning, instruction and assessment
- B. Work collaboratively with teachers to improve teaching and learning, through self-evaluation and reflection, with student work as evidence
- C. Support teachers in the design and implementation of units and lessons for the development of their year long goals, through coaching, modeling and coteaching
- D. Work with the academic staff (Elementary Principal and Assistant Principal, Elementary Leadership Team, the PYP coordinator, and the Student Resource Team, Grade Level Team Leads) in the school to support sharing of best practices
- E. Help teachers to learn how to empower students to be critical thinkers, enthusiastic readers and skillful at problem solving
- F. Instill a love of learning, through meaningful and engaging experiences
- G. Ensure the instructional program supports the school's mission, goals and objectives
- H. Where possible and necessary, provide individualized, classroom-based support to implement a comprehensive learning program

DATA ANALYSIS

- A. Analyze student learning and achievement data in order to help teachers modify curriculum and forms of assessment to meet students' needs
- B. Oversee the Measure of Academic Progress (MAP) testing, training, and data collection for the Elementary Division
- C. Organize and lead parent information sessions around the areas of numeracy, literacy and MAP data results

PROFESSIONAL DEVELOPMENT

- A. Organize and provide professional development opportunities/workshops for staff in the areas of inquiry based instructional practices with a focus on sound pedagogy, with the goal of moving individuals across a continuum of pedagogical competence towards independence and exemplary practice
- B. Seek and attend professional development opportunities in order to keep abreast of the latest, evidence based pedagogy and effective instructional practices
- C. Support new staff orientation workshops and transition activities in order to develop a shared understanding of key curriculum, instructional resources and assessment practices

SUPPORT FOR STUDENTS

- A. Facilitate supports and intervention instruction for identified students
- B. Coach and support teachers in their differentiation of instruction
- C. Collaborate with the classroom teacher and members of the Student Resource Team, to review the learner needs of students who are struggling

SUPPORT FOR ADMIN AND THE PYPC

- A. Collaborate with the classroom teachers and the PYPC/AP to provide instruction and support for the PYP Programme of Inquiry. This includes the implementation of the inclusion of the math and language curriculum as a transdisciplinary component to the Programme of Inquiry.
- B. Support the PYPC/AP with the PreK – Grade 5 curricular alignment, documentation and articulation through continuous communication and work with vertical curricular teams, team facilitators, grade level teams, and individual teachers
- C. Support administration by helping to identify areas of growth for teachers in order to further develop and strengthen effective inquiry based instruction and assessment practices
- D. Be flexible in supporting different areas of the PYP as needed

RESOURCES

- A. Research, select, procure, create and manage effective instructional resources and high-quality exemplars for teachers
- B. Lead in the maintenance and organization of instructional resources in the classrooms and in the school

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- A degree in Education and current teaching certification
- Advanced understanding and experience with constructivist instruction
- Specialists training and certification in math and literacy preferred
- 5 years of successful classroom teaching experience and proven interest in teacher leadership in the area of literacy and numeracy
- Strong written, verbal and digital communication skills
- Skilled use and analysis of data to enhance/transform learning and teaching
- Successful experience with curriculum development and collaboration within a Professional Learning Community

- Demonstration of professional knowledge, skills and abilities in content delivery and pedagogy
- Demonstration of professional knowledge and skill in the area of technology
- Knowledge and previous leadership experience in supporting adult learning and coaching
- An understanding and respect for a diversity of cultures and language learners
- Excellent leadership, organizational, communication, interpersonal and planning skills
- Previous coaching experience preferred