MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-316-1917 F: 608-221-7688 www.mononagrove.org

Position Description

Position Title:	Teaching and Learning Coach
Department / Location:	Teaching and Learning
Reports to:	Building Principal
Employees Supervised:	None
Classification:	School Year
Status:	Exempt
Created / Revised:	May 2025
Board Approved	May 13, 2025

Position Summary

The TL Coach is a highly qualified educator dedicated to supporting the learning and development of both teachers and students. This role blends elements of a District Math Coach, Instructional Coach and Teacher on Special Assignment (TOSA) to promote instructional excellence and improve student outcomes. The Learning Coach will deliver professional development, support curriculum implementation, provide instructional coaching, assist with positive student behavior, and lead continuous school improvement efforts through data-driven decision-making. This position requires a teacher contract with additional summer and evening hours, compensated with a leadership stipend annually.

Essential Functions and Responsibilities

Instructional Coaching and Support

- Provide student- centered coaching to increase student growth and proficiency by partnering with teachers on instructional planning, delivery, assessment, data analysis, and behavior management.
- Through modeling, co-teaching, team facilitation, and feedback, assist classroom teachers in implementing effective instructional strategies to meet the diverse needs of learners and to teach to the edges, with special attention to increasing access to grade-level standards and providing extensions for advanced learners.

Professional Development

- Coordinate, design, and deliver professional learning opportunities using varied models.
- Deepen teachers' content knowledge and align the written, taught, and tested curriculum.

School Improvement

- Serve on school leadership teams to coordinate improvement efforts based on data.
- Model continuous learning and introduce evidence-based instructional strategies.
- Lead the implementation of strategic initiatives, including differentiated instruction, culturally relevant practices, and equity-focused strategies.
- Analyze school and grade-level data to inform instructional planning.

Assessment and Planning
- Monitor and evaluate assessment data to improve instructional practices and student achievement.
- Assist teachers in developing sound assessment procedures and planning for increased student success.

Educator Effectiveness Coaching
- Support teachers in developing and implementing Student Learning Objectives (SLOs) and Professional Practice Goals (PPGs).
- Provide formative feedback during off-cycle years.

Collaboration and Communication
- Present at staff meetings and collaborate with the principal on school improvement plans.
- Serve on behavior response teams and communicate with stakeholders about academic and social emotional progress.

Additional Responsibilities
- Collaborate with Learning Coaches from other buildings and the Teaching and Learning Department.
- Support the principal with student behavior concerns.
- Participate in hiring teams and curriculum work, including summer curriculum planning.
- Engage in professional growth activities.
- Perform other duties as assigned by the principal.

Additional Responsibilities Specific to Elementary
- Supervise students as needed
- Act as "Teacher in Charge" in the principal's absence

Knowledge, Skills and Abilities
- Strong verbal and written communication skills.
- Proficiency in instructional technology and peer coaching techniques.
- Ability to build and maintain positive relationships with all stakeholders.
- Competence in organizing and analyzing data for instructional decisions.
- Skilled in active listening and empathy to support teachers, particularly in conflict resolution and when working with diverse perspectives.'

Working Conditions
- Indoor office environment with continuous contact with staff, students, and the public.

Physical Requirements
- Mobility to visit classrooms and attend meetings.
- Ability to remain stationary for extended periods.
- Proficiency in operating office technology.
- Effective verbal and written communication skills.
- Observation and feedback provision in classroom settings.

Education and Experience

- Valid Wisconsin Driver's License.
- Minimum of five years of successful teaching experience with exemplary performance reviews.
- Minimum of three years of experience in Monona Grove School District preferred.
- Master's degree in Education or a related field preferred. Specific to reading specialist or math licensure encouraged
- Training or experience in peer coaching or instructional mentoring preferred.
- Positive Behavior Supports training preferred.

Licenses and Certifications

- Valid Wisconsin Department of Public Instruction Teaching License in the assigned grade range.
- Administrative license preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.