BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

K-5 Instructional Coach

Purpose Statement
The K-5 Instructional Coach provides coaching to teachers in content areas to improve instruction and student learning. This role involves supporting district teaching and learning practices, building instructional expertise, and serving as a district content specialist.

Supervisory Relationship
Reports to: Director of Professional Learning, Direct Report to Building Principal(s)

Essential Functions
- **Confidentiality:** Maintain the confidentiality of schools, teachers, and classrooms.
- **Content Knowledge:** Demonstrate knowledge of content and grade-level North Dakota content standards.
- **Assessment Utilization:** Use assessment results to guide instruction and support teachers in doing the same.
- **Instructional Design:** Apply research and best practices in instructional design and differentiated instruction.
- **Communication:** Exhibit excellent verbal and written communication skills.
- **Technology Integration:** Use technology effectively and teach others to do the same.
- **Team Collaboration:** Work effectively as part of a team, demonstrating strong interpersonal skills.
- **Professional Development:** Provide effective group presentations and professional development to teachers.
- **Problem-Solving:** Utilize effective problem-solving skills to address instructional challenges.
- **Educational Support:** Advocate for the value of education and support district teaching and learning practices.
- **Leadership:** Provide leadership and facilitation in supporting teaching practices within buildings, acting as a building instructional coach and district content expert.
- **Collaboration:** Collaborate with principals and teachers to analyze data and target professional development needs for individual teachers, grade-level groups, or the entire building.
- **Classroom Support:** Provide support to individual classroom teachers through modeling, co-teaching, observing, and coaching for core instruction and interventions.
- **Professional Development Facilitation:** Assist principals in providing building-level professional development and facilitate curriculum development and alignment at both the building and district levels.
- **Content Expertise:** Enhance the group's ability to develop content-specific pedagogy across the district.
- **Planning and Implementation:** Assist in planning, delivering, and implementing district-level professional development.
- **Innovation:** Keep abreast of new information, innovative ideas, and instructional techniques.
- **Record Keeping:** Maintain accurate records and filing systems for accountability and audit purposes.
- **Compliance:** Ensure that all activities conform to district and state guidelines.
- **MTSS Leadership:** Lead and facilitate building and district Multi-tiered Systems of Support (MTSS) teams in creating and strengthening their systems.
- **Progress Monitoring:** Support teachers in using progress monitoring tools that match intervention programs and support materials, ensuring student growth is tracked effectively.
- **Data Access:** Ensure teachers have relevant and timely access to formative and summative assessment data to make informed instructional decisions.
- **Training and Support:** Provide ongoing training and support to ensure teachers and support personnel know how to administer, collect, and analyze data efficiently and effectively.

- **Customer Service:** Provide excellent customer service both internally and externally.
- **Change Agent:** Serve as a change agent, fostering improvement and innovation in instructional practices.
- **Communication:** Communicate effectively with all members of the school district and community.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Maintaining confidentiality
- Demonstrating knowledge of content standards
- Using assessment results to guide instruction
- Applying research and best practices in instructional design
- Excellent verbal and written communication
- Using and teaching technology
- Effective teamwork and collaboration
- Effective group presentation and professional development facilitation
- Strong problem-solving abilities

Knowledge
- Content and grade-level North Dakota content standards
- Research and best practices in instructional design
- Use of assessment data to guide instruction
- Current educational technology tools and practices

Abilities:
- Work independently and as part of a team
- Adapt to changing priorities and needs
- Communicate effectively with diverse groups
- Maintain accurate records and documentation
- Provide leadership and facilitate professional development

Responsibility
Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Utilize resources from other work units as needed. Have a continual opportunity to significantly impact the organization's services.

Work Environment
Physical demands include some lifting, carrying, pushing, pulling, and fine finger dexterity. Job generally involves 40% sitting, 30% walking, and 30% standing. Performed under minimal temperature variations.

Experience
Five years of teaching experience
Experience providing professional development to adult learners (preferred)

Education
Bachelor's degree in education
Master's degree (preferred)

Certificates and Licenses
Valid North Dakota teaching license

Continuing Education/Training
Participate in ongoing training and professional development as required
Maintain Certificates and/or Licenses

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Salary Grade
Teacher Salary Schedule

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.