

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SCHOOL IMPROVEMENT COACH	File 306
Reports to:	Building Principal	
Job Objective:	Coordinates the planning, delivery, assessment, and ongoing improvement of teaching activities and improved student learning to move the building/district out of “school improvement” status.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid state department of education license/certificate appropriate for the position.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Keeps current with advances in technology and workplace innovations that enhance productivity.· Successful secondary-level teaching experience.· Effective organizational planning and project management skills.· Demonstrates current knowledge and the ability to apply broad-based curriculum designs and instructional technology applications that support the diverse learning needs of students.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Facilitates building-level activities that promote academic excellence in a nurturing environment. Works with the principal and district administrators to bridge communications to teaching staff.· Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures.· Advances the district’s professional image. Maintains open and effective communications. Promotes the district’s mission, philosophy, and vision.· Collects, analyzes, and disseminates instructional strategies data to improve student instruction and academic achievement. Helps implement the district’s continuous improvement plan.· Builds internal/external partnerships that enhance district services and student learning.· Facilitates, leads, and attends meetings (e.g., CSS groups, department, data days, grade-level, cross-grade level, building, leadership, etc.).· Facilitates, inter/intra team/grade connections relevant to students’ educational needs.· Serves as an information resource. Keeps stakeholders informed about emerging issues.· Helps mobilize the community to maintain a strong commitment of support for the school district.· Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.· Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.· Participates in staff orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).· Provides teacher support through multiple strategies (e.g., facilitating peer coaching, modeling, sharing of best practices, etc.).· Facilitates the implementation of models of instruction.· Promotes professionalism. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).· Serves on local professional growth committees as directed.· Facilitates the use of technology as a tool for teaching and to improve student learning.· Participates in the planning process to select instructional materials and equipment.· Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.· Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.· Provides guidance, communicates expectations, and shows an active interest in student progress.· Helps staff resolve problems that impede student participation in appropriate learning activities.	

- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Assists with collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the director of curriculum and instruction. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08