



MARION COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Instructional Coach

QUALIFICATIONS:

1. Certification as a teacher (Master's Degree Preferred)
2. Minimum of five years successful teaching experience
3. Interpersonal skills to be effective with teachers, principals, parents and students
4. Demonstration of leadership ability
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

TERM OF EMPLOYMENT: 200 days

ESSENTIAL DUTIES:

1. Assists with development, implementation, and evaluation of curriculum and instructional services
2. Assists in the development and coordination of budget line items pertaining to the curriculum and instruction
3. Maintains best practice knowledge in curriculum and instruction, and provides leadership to determine their appropriateness for inclusion in the school's educational program.
4. Assists in the training of instructional personnel
5. Communicates the approved curriculum to the professional staff and maintains a list of approved instructional supplementary materials
6. Works with principals, assistant principals and teacher committees in organizing and coordinating grade level and departmental meetings, to promote horizontal and vertical continuity and articulation of the instructional program throughout the school and the district
7. Encourages the development, publication, and use of new instructional materials by the professional staff
8. Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff
9. Maintains a current curriculum library for staff use and helps teachers locate and catalogue resource materials
10. Provides staff leadership to ensure understanding of and promote the educational objectives of the district, and plans and administers programs of in-service educational activities for instructional personnel
11. Observes teachers in their classrooms upon request of principals, and offers insight for the enhancements of the teaching-learning situation
12. Assumes responsibility for reviewing and evaluating results of the school's testing programs, and for other evaluative measures used by the school
13. Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs as related to instructional supplies, equipment, and materials

14. Assumes a leadership role in developing curriculum for any course newly mandated by the legislature of the Board
15. Coordinates all formal efforts of the professional staff in projects of curriculum improvement
16. Assists in the development of educational specifications for remodeling projects or new construction
17. Interprets the curriculum and its philosophy to the Board, the administration, the staff, and the general public
18. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels
19. Conducts in-service and grade level/department meetings with teachers to determine student weaknesses and remedial procedures
20. Recommends and locates materials for teachers to use in remediating students in areas of weakness on standardized tests
21. Keeps up-to-date records of teacher pacing practices in the core content areas
22. Assists teachers in securing materials which can be used by parents to help their children at home
23. Works with students (individually, in small groups or as a class) on a short term basis to model effective teaching strategies
24. Performs such other tasks and assumes such other responsibilities as assigned by the principal

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional personnel