

## ***K-12 INSTRUCTIONAL COACH JOB DESCRIPTION***

**Purpose:** The Instructional Coach, having both content and instructional expertise, will work as a colleague with classroom teachers to support student learning and teacher practice. The Instructional Coach will focus on individual and group professional learning that will expand and refine the understanding about research-based effective instruction for teachers. In order to meet this purpose, the Instructional Coach will provide personalized, 1:1 support based on the goals and identified needs of individual teachers.

**Responsible to:** Building Principal and appropriate Curriculum Director (K-5, 6-8, or 9-12)

**Payment Rate:** According to Certified Teacher Salary Schedule

**Employment Term:** 10 Month

### **Qualifications:**

- 1) Bachelor's degree from an accredited college/university
- 2) Minimum of five years of successful teaching experience.
- 3) Current North Carolina Teaching License.
- 4) Demonstrated knowledge of North Carolina content standards.
- 5) Experience in researched-based instructional practices.
- 6) Desire to continue career improvement.
- 7) Previous coaching or teacher leadership experience
- 8) Deep knowledge of and experience in:
  - a) Instructional strategies
  - b) Conditions of Learning
  - c) Assessment driven instruction (teaching/learning process)
- 9) Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations
- 10) Ability to design and deliver quality professional development for administrators and teachers
- 11) Outstanding presentation and facilitation skills
- 12) Demonstrated ability to communicate in a professional manner both orally and in writing
- 13) Demonstrated strength in organization, communication skills and efficiency in meeting deadlines
- 14) Demonstrated ability to function as a positive collaborative member of a team
- 15) Demonstrated interest and engagement in professional learning and reflection

### **Preferred Qualifications**

- 1) National Board Certification
- 2) Advanced degree from an accredited college/university
- 3) Eight or more years teaching experience
- 4) Deep knowledge of reading, writing, literacy development, and/or math

**Essential Functions:**

- 1) Support the philosophy and vision of Pitt County Schools.
- 2) Facilitate the intellectual and professional development of teachers with a focus on improving student achievement.
- 3) Create positive relationships with teachers and administrators.
- 4) Communicate and demonstrate researched-based instructional practices that result in increased student performance.
- 5) React to change productively and handle other tasks as assigned.
- 6) Provide individualized, classroom-based coaching with participants to support them in implementing good instructional practices.

**General Responsibilities:**

- 1) Demonstrate willingness to assume leadership positions.
- 2) Provide organized, individual and/or group learning opportunities for teachers as needed.
- 3) Provide support in analyzing student assessment data.
- 4) Assist teachers with designing instructional decisions based on assessment data when requested.
- 5) Assist teachers with specific classroom activities when requested.
- 6) Provide support for classroom motivation and management strategies.
- 7) Assist teachers in creating materials that are in alignment with curriculum.
- 8) Provide teachers resources related to instruction and curriculum.
- 9) Provide assistance in researching instructional and/or curriculum issues.
- 10) Model effective, differentiated instruction when requested.
- 11) Provide encouragement and emotional support to teachers.
- 12) Encourage ongoing professional growth for all teachers.
- 13) Manage time and schedule flexibility to maximize teacher schedules and learning.
- 14) Work positively toward meeting identified district and building improvement goals.
- 15) Assist with development of district curriculum, instruction and assessments.
- 16) Develop and maintain a confidential, collegial relationship with teachers.
- 17) Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
- 18) Perform duties as assigned by the Principal and the Director of Curriculum and Instruction.
- 19) Participate fully in professional development for coaches, including peer observations, professional research and reading, and inquiry sessions.
- 20) Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments.
- 21) Work collaboratively and collegially with other Instructional Coaches, curriculum specialists and district specialists.