



## JOB DESCRIPTION

### District Instructional Coach

<b>DEPARTMENT:</b> Academics	<b>SCHEDULE:</b> 100 Teacher
<b>REPORTS TO:</b> Senior Chief Academic Officer	<b>WORKDAYS:</b> 215 or part-time
<b>CLASSIFICATION:</b> Certified	<b>FLSA STATUS:</b> Exempt
<b>PCS CODE:</b> 97	<b>DATE:</b> March 2025

**Our Mission:** In partnership with our community, we empower students to discover their potential and prepare for a successful future.

**Our Core Values:** Belonging, Learning, Continuous Improvement, and Joy

**Our Vision:** Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

#### POSITION SUMMARY

Under general supervision, enhances teacher effectiveness and improves student outcomes by providing coaching, specialized support, and professional development for participants in the District Induction Teacher Coaching program. Models a collaborative culture and reflective practices while serving as a member of the Induction Teacher coaching team to support novice teachers in the implementation of effective teaching strategies.

#### MINIMUM REQUIREMENTS

**Education:**

Bachelor's Degree required. Master's Degree preferred.

**Certification/License:**

Must possess a valid SC Teacher Professional certificate appropriate to the assignment.

South Carolina Mentor Training and/or SC Mentor Trainer Certification preferred.

Must possess a valid South Carolina driver's license or government-issued picture ID.

**Work Experience:**

A minimum of three (3) years of instructional leadership at the school level is preferred. Experience in mentoring and/or instructional coaching preferred; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

#### KNOWLEDGE, SKILLS, AND ABILITIES

**Curriculum, Instruction, and Assessment.**

- Considerable knowledge of South Carolina curriculum requirements and standards regarding K-12 education.

- Considerable knowledge of state and federal laws, guidelines, and compliance requirements applicable to K-12 education.
- Considerable knowledge of District policies, procedures, and teacher evaluation standards that pertain to the specific responsibilities of the position.
- Expert knowledge of effective teaching practices and instructional design principles to improve instructional processes.
- Ability to coordinate coaching strategies with curriculum goals and learning objectives.

#### **Instructional Coaching.**

- Considerable knowledge of effective coaching practices and principles.
- Demonstrated ability to coach teachers to improve their instructional practices effectively.
- Demonstrated ability to nurture and encourage novice teachers.

#### **Professional Development and Mentoring.**

- Proficient knowledge of successful professional development strategies to address the needs of adult learners.
- Demonstrated ability to design, organize, and conduct school and/or District-level professional development activities with varied audiences.
- Effective leadership skills in organization, creativity, and facilitation of adult learning.
- Knowledge of effective mentoring programs and the SC Mentor Training program.

#### **Technology and Compliance.**

- Knowledge of the SC Department of Education teacher evaluation and educator portal systems.
- Proficient knowledge and use of computer applications relevant to the position.

#### **Communication and Collaboration.**

- Ability to interact and forge positive, encouraging relationships with teachers, school administrators, and District personnel.
- Ability to effectively communicate with students, school, and District staff in oral and written form.
- Ability to make presentations to large groups, including Induction Program participants and District staff.

#### **Leadership and Professionalism.**

- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations professionally and appropriately.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

### **ESSENTIAL DUTIES**

#### **Instructional Coaching and Teaching Practices.**

- Models and promotes effective teaching strategies to maximize the instructional process.
- Conducts regularly scheduled and unscheduled observations; provides feedback to novice teachers.
- Develops the capacity of novice teachers to implement effective instructional practices in their classrooms, schools, and departments.
- Coaches novice teachers to effectively assess student learning; differentiate instruction; and provide rigorous, relevant, and engaging learning experiences.

**Professional Development and Mentoring.**

- Participates in professional development for District instructional coaches through varied training models, including large group instruction, peer coaching, individual conferencing, and virtual platforms.
- Participates in regularly scheduled conferences with the Lead Instructional Coach and coaching staff to support reflection and problem-solving.
- Assists with the continual evaluation of the Instructional Coaching program for improvements and growth opportunities.
- Actively participates in planning and conducting instructional professional development for novice teachers through multiple training models.
- Participates in District staff development activities, etc., to maintain and improve professional competence.
- As an integral member of the team, assists in the planning, coordination, and implementation of the District's yearly New to Two Conference.
- Assists with SC Mentor Training for District teachers.
- Maintains communication with mentors assigned to novice teachers.
- Maintains communication with school administrators regarding their assigned first-year teachers.

**Research and Compliance.**

- Conducts research to identify and implement best practices and pedagogies for instructional improvement.
- Provides progress reports regularly as required by state and District procedures.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Promptly reports suspected instances of child abuse and/or neglect as required by applicable South Carolina laws, District policies, and school procedures.
- Maintains a valid SC teaching certificate; provides for his/her professional growth through an ongoing program of reading, seminars, conferences, and coursework.
- Maintains current SC Department of Education SC Mentor Trainer Certification.

**Leadership and Professionalism.**

- Develops positive, supportive relationships with school administrators.
- Establishes a professional rapport with students and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, school personnel, District staff, community members, and other parties.
- Serves as a role model for others; dresses professionally; demonstrates the importance and relevance of learning; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in person on-site during normal business hours. Available to work in an eLearning setting when required by the District.
- Travels to schools and program sites regularly.
- Willingly performs other duties as assigned by the supervisor.

**PHYSICAL ABILITIES AND WORKING CONDITIONS**

**The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.**

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh fifteen (15) or more pounds frequently.

**Environmental Requirements:** Ability to work cooperatively with others; work independently; work indoors; work outdoors as necessary for the position.

**Mental Requirements:** Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

**Additional Work Conditions and Physical Abilities:** District and local travel are required regularly. Reliable transportation is required.

***Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***