

ST. CHARLES PARISH PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: Instruction and Technology Coach

QUALIFICATIONS: Bachelor's Degree; Louisiana Teaching Certificate in grade level/content area aligned with the supported grade level and content/subject

SPECIAL REQUIREMENTS:

- Demonstrates research based teaching practices in the classroom.
- Demonstrates ability to provide staff development to adult learners.
- Demonstrates successful utilization of technology in the classroom to facilitate learning.

REPORTS TO: Curriculum Specialists or Assigned Supervisor of Curriculum, Instruction, and Assessment

PERFORMANCE RESPONSIBILITIES

1.0 CURRICULUM AND INSTRUCTION

- 1.1 Coaches teachers in implementation of effective instructional and assessment methods including instructional technology integration.
- 1.2 Assists with the development, monitoring, and revision of curriculum maps, instructional materials, and curriculum assessments.
- 1.3 Develops support materials related to the curriculum.
- 1.4 Assists school and district level personnel in planning and delivering professional learning that supports instruction, assessment and technology integration.
- 1.5 Gathers input from school personnel for use in decision-making relative to curriculum, instruction and assessment.
- 1.6 Cooperates with principals, teachers, and other Curriculum and Instruction staff members to affect horizontal and vertical continuity and articulation throughout the district.
- 1.7 Performs tasks needed to implement the district's LRSAP that supports curriculum, instruction, assessment and instructional technology.
- 1.8 Analyzes school, district, and state level data using applicable data management systems.
- 1.9 Performs other tasks as may be assigned by the appropriate supervisor to enhance teaching and learning.
- 1.10 Identifies and arranges for materials and technologies as needed to support teachers during instruction.
- 1.11 Assists with the interpretation, integration, and application of the Louisiana Student Standards.
- 1.12 Uses research based practices effectively.

- 1.13 Assists teachers when using systems for instruction and assessment (Ex., data assessment management system and online learning platforms).

2.0 EVALUATION

- 2.1 Evaluates curriculum, instruction, assessment and instructional technology software/services/programs.

3.0 SCHOOL SUPPORT

- 3.1 Provides feedback to teachers on the effective implementation of research based practices.
- 3.2 Manages time and resources to effectively assist schools with the implementation of instruction.
- 3.3 Attends, constructively participates in, and follows up on district approved staff development activities and professional learning opportunities.
- 3.4 Attends and constructively participates in faculty, team, grade-level and/or departmental meetings, as requested by the principal and/or immediate supervisor.
- 3.5 Supports building and district staff in planning, implementing, and evaluating curriculum.

4.0 ADMINISTRATION

- 4.1 Maintains such record keeping as necessary.
- 4.2 Prepares and maintains records to document student progress in instruction, assessment, and the use of technology.
- 4.3 Develops, uses, and correctly interprets evaluation instruments and procedures appropriate to instruction.
- 4.4 Performs such tasks and duties as may be assigned by the Superintendent and Assistant Superintendent of Curriculum, Instruction, and Assessment.

5.0 PROFESSIONAL ENGAGEMENT

- 5.1 Consistently demonstrates customer excellence standards.
- 5.2 Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- 5.3 Minimizes bias in self and others and accepts responsibility for his/her own actions.
- 5.4 Develops and maintains a safe and caring environment for all of our customers.
- 5.5 Accepts and recognizes the value of the contribution of others.
- 5.6 Treats all stakeholders in a respectful and helpful manner.
- 5.7 Uses verbal and non-verbal communication in a manner respectful of others.

- 5.8 Displays confident posture and maintains self-control.
- 5.9 Uses active listening skills.
- 5.10 Demonstrates positive support through actions and words as an ambassador of the schools and district.
- 5.11 Writes and speaks clearly and concisely so that the message is understood.
- 5.12 Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- 5.13 Accepts and uses constructive feedback.
- 5.14 Demonstrates skill in giving and receiving feedback.
- 5.15 Develops leadership and responsibility in colleagues and students if applicable.
- 5.16 Makes wise and appropriate decisions after identifying and analyzing relevant information.
- 5.17 Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- 5.18 Uses proper administrative procedures for making requests and resolving conflicts.
- 5.19 Cooperates with building and district staff in planning and evaluation.
- 5.20 Attends and constructively participates in meetings and professional development activities.
- 5.21 Dresses for success according to job responsibilities.
- 5.22 Follows directives as assigned by supervisor.
- 5.23 Cooperates with administration in the performance of additional duties.
- 5.24 Completes tasks, reports, and document accurately according to specified timelines and expectations.
- 5.25 Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- 5.26 Adheres to ethical, legal and professional standards.
- 5.27 Refrains from revealing confidential information.
- 5.28 Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately.

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the St. Charles Parish Personnel Evaluation Plan and that a copy has been made available for my signature.

Signature

Date