

Whitfield County School System

Position Description

POSITION: School Level Instructional Coach

DEPARTMENT: Assigned School or Center

REPORTS TO: Principal

SALARY SCHEDULE: State Salary Schedule & Supplement

FLSA STATUS: Exempt

CONTRACT TERMS: 190 Days

SUMMARY: Provide assistance and support to teachers in implementing and enhancing the instructional components of the curriculum to provide strategies for learner support.

QUALIFICATIONS:

The incumbent must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. The incumbent must demonstrate prompt and regular work attendance. Absences must be authorized by the incumbent's supervisor in accordance with school system procedures.

JOB DUTIES:

1. Provides assistance to teachers in classroom organization, management and instructional strategies
2. Provides support to teachers through observation and model/demonstration teacher
3. Plans, conducts, implements, and evaluates school-wide activities related to instructional support
4. Facilitates the delivery of programs (professional development) and services intended to maximize success for all students
5. Provides assistance to teachers in implementing the instructional components of the curriculum
6. Participates in collaborative grade-level meetings to assist teachers in setting goals in analyzing and utilization of assessment data to guide instruction and improve student achievement
7. Works cooperatively with the local school staff, central office, and other local instructional coaches to provide strategies for learner support
8. Meets regularly with principal and/or leadership team to review assessment data and to assess the outcome of grade-level goals
9. Prepares and presents reports, as directed by supervisor
10. Attends meetings and trainings as directed
11. Stays knowledgeable of research-based teacher/learning strategies and materials through personal study, as well as professional development
12. Articulates the concept and purpose of instruction coach services to school level personnel and the public
13. Works closely with the principal and performs instructionally-related additional duties as assigned
14. Follow federal and state laws, as well as School Board policies
15. Perform other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; Whitfield County School System (WCS) policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.

Skill in effective oral, written, and interpersonal communication; designing lessons and assessments for in-school preparation and homework; maintain a classroom setting that is safe, inviting, and non threatening; administering school system's policies and procedure; counseling students with academic difficulties and behavioral problems

Ability to design and develop course of study suitable for individual student needs at the appropriate level; design lessons that incorporate an array of teaching strategies; student focused, affirm highly professional performance, provide novelty, variety, and choice, foster collaboration, treat students with dignity and respect, especially while presenting information to students that is new or unfamiliar. Create and maintain a safe, inviting, and inclusive learning environment where everyone is treated with dignity and respect.

The Whitfield County School System does not discriminate on the basis of race, color, sex, religion, age, national origin, or disability.

EDUCATION AND/OR EXPERIENCE:

Master's degree from a Professional Standards Commission approved accredited college or university in relevant educational field required. Minimum five (5) years of teaching experience.

CERTIFICATES, LICENSES, PERMITS:

Valid Professional Standards Commission approved certificate in appropriate educational field at level T-4 or above required.

Valid Professional Standards Commission approved subject-specific endorsements required.

PERFORMANCE FACTORS:

Physical Capabilities: Having the ability to talk, hear, see, crouch, reach, stand for sustained periods of time, walk for potentially long distances, push or pull with up to 10 pounds of force, grasp, feel, work primarily with fingers when needed, perform repetitive motions of the wrists, hands, and/or fingers.

Interaction with Others: Ability to maintain, on a regular and consistent basis, harmonious relationships with co-workers, students, parents, the community and the public. Ability to be flexible relative to daily routines and to demonstrate sensitivity to the differences among diverse populations. Ability to maintain composure in stressful situations.

Mental Capabilities: Ability to maintain concentration in the presence of frequent distractions and to manage multiple tasks simultaneously with only few or no errors. Ability to prioritize tasks when short or unexpected deadlines are presented and make appropriate business decisions and complete work tasks without being given precise directives as to the work steps or the final project.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product. Ability to prioritize and simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attendance: Being at work on all scheduled days unless sick or receiving prior approval for personal or vacation leave. Arriving on time each day for work and for meetings you are to attend.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position.