

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

INSTRUCTIONAL COACH

JOB DESCRIPTION

QUALIFICATIONS

1. Bachelor's degree from an accredited educational institution with a minimum of three (3) years successful K-12 teaching experience. Master's Degree preferred.
2. Valid Florida teacher certification in assigned area of content support. Certification or endorsement in reading is required for coaches who provide literacy/reading support.
3. ESOL Certification or Endorsement preferred.
4. Demonstrated success as a teacher with a strong background in instruction as evidenced by substantial learning gains, including work with at-risk students.
5. Experience in presenting educational training programs and professional development.
6. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of federal and state laws, State Board of Education rules, and School Board policies applicable to assigned responsibilities. Broad knowledge of content area skills and progression of learning. Knowledge and ability to assist teachers in the design of lessons in content disciplines. Ability to work effectively with peers, administrators, and others. Ability to provide effective professional development for teachers by giving them the additional support needed to implement various instructional programs and practices. Ability to collaborate with others to develop a common approach to teaching. Expertise to facilitate team meetings, PLC's (Professional Learning Communities) and other professional development opportunities for teachers. Knowledge of best practices and ability to analyze and model lessons. Ability to use cognitive and instructional coaching techniques to develop teacher capacity. Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research, and best practices related to education. Ability to handle problems, concerns, and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and data, and prescribe actions for improvement. Ability to maintain appropriate e student supervision so that students have a safe and orderly environment in which to learn.

REPORTS TO:

Assistant Superintendent of Curriculum and Instruction or designee

JOB GOAL

An instructional coach supports teachers by providing ongoing professional development, supporting growth in instructional effectiveness, and assisting teachers in applying new knowledge in the assigned area of content support.

SUPERVISES:

N/A

INSTRUCTIONAL COACH (Continued)

ROLE AND RESPONSIBILITIES:

The Instructional Coach will:

1. Spend the majority of their time working directly with teachers and will not be called upon to complete administrative tasks not associated with the provision of instructional coaching.
2. Facilitate and support standards-based lesson planning (one on one and collaborative group sessions).
3. Design and implement coaching cycles with evidence-based instructional strategies to enhance teaching and learning.
4. Analyze and interpret data in collaboration with teachers to drive decision making within academic programs.
5. Provide job-embedded professional development opportunities to stakeholders aligned to student assessment data.
6. Support the development and implementation of intervention and enrichment programs.
7. Remain current and knowledgeable regarding content and curriculum expectations from both the district and state.
8. Consistently communicate with all stakeholders regarding support provided and prioritizing of future support.
9. Demonstrate knowledge and understanding of subject matter.
10. Support and participate in literacy events that provide information/train families to assist their students.
11. Establish and maintain effective and efficient record keeping procedures, including but not limited to: coaching logs, required individual student plans, and reports.
12. Use technology resources effectively.
13. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
14. Provide appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
15. Facilitate collaboration among teachers and grade levels at school.
16. Participate with the MTSS (Multi-Tiered Student Support).
17. Collaborate with peers and other professionals to enhance student learning.
18. Communicate effectively, both orally and in writing, with other professionals, students, families and community.

Professional Responsibilities

19. Act in a professional and ethical manner and always adhere to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
20. Demonstrate attention to punctuality and regular attendance.
21. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
22. Maintain confidentiality of student and other professional information.
23. Comply with policies, procedures and programs.
24. Exercise appropriate professional judgment.
25. Support school improvement initiatives.
26. Ensure that student growth and performance are continuous and appropriate for age group, subject area and/or student program classification.
27. Perform other tasks consistent with the goals and objectives of this position.

INSTRUCTIONAL COACH (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 03

TERMS OF EMPLOYMENT:

Instructional	Pay Grade	196 days worked per year (10 months)
FLSA Exempt		

EVALUATION:

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