

INSTRUCTIONAL COACH

JD LOCATOR: 3.00.2

Adopted: 8/09

REPORTS TO:	Assistant Superintendent – Instructional Services
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certificated staff.

JOB SUMMARY

Current certified staff members selected to be a teacher leader will work to provide needed leadership, enthusiasm, and support for implementing continuous improvement of the district's instructional programs during a yearlong professional development sabbatical. Teacher leaders will return to their same teaching position upon completion of the sabbatical.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Serves as resource person and consultant for district staff.
2. Serves as a leader in curriculum revision.
3. Provides support to beginning teachers.
4. Assists teachers in implementing instructional practices and analyzing data.
5. Engages in high-quality professional development from educational leaders related to research-based best practices.
6. Facilitates and/or presents at workshops/conferences when needed and maintains flexible work schedule to be available at times most convenient for the schools.
7. Utilizing Professional Learning Communities, Positive Behavior Support, and a Pyramid Response to Intervention as the basic foundation model, assists in the development and implementation of the following:
 - a. Teacher professional development
 - b. Tiered academic and behavioral interventions and enrichment systems
 - c. Student transition support
8. Receives professional development in effective assessment practices and works to establish proficiency criteria, universal screening assessments, and formative and summative common assessments in all content areas.
9. Trains fellow teachers in the use of Web 2.0 tools in order to allow staff to communicate, share, and create their own mini-training sessions to share with one another,
10. Keeps abreast of developments in curriculum/instruction/assessment and furnishes leadership in determining their appropriateness for inclusion in the district's educational programs.
11. Provides leadership in developing new and innovative instructional programs to meet student needs.
12. Assists staff in the evaluation and selection of curriculum materials.
13. Cooperates with administration and staff members in promoting a positive organizational culture that fosters student success.
14. Acts as contact person for notification of learning opportunities.
15. Supports colleagues by providing information, mentoring, coaching, modeling, facilitating meetings, and problem solving.

16. Provides focused follow-up to teachers implementing instructional initiatives.
17. Works cooperatively with the district instructional staff in instructional improvement and curriculum development.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Must possess current Missouri teacher certification.
2. Must be a current full-time certified staff member with the Waynesville R-VI School District.
3. A minimum of three years of successful teaching experience.
4. Experience in the use of a computer as an instructional tool.
5. Master's degree.
6. Demonstrates an ability to work as both a colleague and a leader, easily establishing reciprocal respect.
7. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.

7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative.
11. Understands the demands and constraints of being a classroom teacher.
12. Ensures that all instructional programs meet all district, regional, state, and federal laws and regulations.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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