**NELSON COUNTY SCHOOLS**

**Job Description**

**TITLE: Instructional Coach**

**QUALIFICATIONS:** Holds valid Kentucky certification with a Master’s Degree in Education and certification for gifted teachers, plus a minimum of five years teaching experience in a Kentucky Public School System within the past decade. Be available to work extended days during the summer and breaks, as needed.

**REPORTS TO:** Director of Instruction**/**Principal(s)

**JOB GOAL:** Instructional Coaches will facilitate change in instructional practices of teachers that will enable teachers to diagnose student needs more analytically; plan more productively; and teach more effectively.

**PERFORMANCE RESPONSIBILITIES:**

Provides leadership for teachers by planning, collaborating, organizing, mentoring and facilitating change to improve the instructional program.

Disaggregates and analyzes data and assists principals and teachers in its interpretation to measure and improve student achievement and/or program effectiveness.

Provides knowledge of appropriate standards, content, materials, and resources.

Facilitates the use of research-based teaching strategies and best practices to address the needs of teachers and school/district goals.

Facilitates professional development needed to implement the school’s improvement plan as well as the district’s improvement plan.

Establishes, maintains and enhances effective communication with administrators, teachers, parents, and other stakeholders.

Demonstrates a commitment to professional growth and ethical standards to advance the mission, goals and policies of the Nelson County Public Schools.

Works with principals and teachers in organizing grade level/content department meetings in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the school.

Observes teachers in their classrooms and offers insights for the enhancement of teaching-learning situations.

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Demonstrates appropriate use of instructional technology and other educational tools to enhance and extend instruction.

Performs other duties related to the improvement of student achievement as determined by the principal and Directors of Instruction.

Participates in “New Teacher Orientation” design and presentation in collaboration with instructional team.

Demonstrates positive collaborative relationships with other administrators.

Provides and models writing activities and assessments that will help teachers guide students in becoming proficient writers.

Assists teachers in the process of differentiating instruction in classrooms for all students.

Assumes Gifted and Talented Services responsibilities such as Primary Talent Pool and supplemental GT interventions within the classroom.

Assists classroom teachers as English Language Learner Tutor for ELL students.

Demonstrates regular attendance and punctuality.

Performs other duties consistent with the position assigned as may be requested by the Principal, instructional supervisors or Superintendent.

Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.

**KNOWLEDGE AND ABILITES:** To perform the responsibilities as previously outlined.

**ABILITY TO:** Perform as a leader such that student achievement is maximized.