

Elementary/Secondary Instructional Coach Job Description

Election

The Superintendent of schools will employ an Instructional Coach to be assigned to specific schools. The Instructional Coach shall work a 200-day calendar, and compensation will be determined by the certified salary schedule. The Instructional Coach shall be directly responsible to the superintendent or designee.

Qualifications

The Instructional Coach must hold a valid Program Consultant, Supervisor of Instruction or Principalship Certification to be initially employed. This person must possess qualities of effective leadership and knowledge of instructional strategies for the level of education for which they are employed. Communication skills and interpersonal traits that personify excellence will be necessary for this position. The attainment of excellent technological skills will be required.

Elementary/Secondary Instructional Coach:

1. Shall assist the building principal in the total instructional program.
2. Shall focus on the implementation of the Kentucky Academic Standards.
3. Shall model “best practice” teaching strategies across the content areas and grade levels.
4. Shall facilitate curriculum and instructional practice changes through modeling, leadership, professional learning and coaching.
5. Shall direct the implementation of cross-curricular integration.
6. Shall lead teachers in determining the learning needs of their students and improvement of their performance.
7. Shall direct the determination of research-based, developmentally appropriate programming (content and strategies) in consultation with the principal.
8. Shall provide staff development activities when requested.
9. Shall assist schools in communicating instructional issues to parents.
10. Shall participate in additional trainings as deemed necessary by the schools/district.

11. Shall possess a demonstrated capacity for training others, utilizing a variety of instructional strategies and other “tools” to change programming consistent with the Kentucky Academic Standards.
12. Shall lead teachers in the understanding of “team planning” as it relates to integrating curriculum and instruction and meeting individual student needs.
13. Shall provide leadership in analyzing assessment data and determining areas of strength and for improvement.
14. Shall assist schools in implementing strategies to address areas of weakness as determined by analyzing assessment data.
15. Shall assist teachers in designing integrated teaching units.
16. Shall serve on instructional committees and attend all committee meetings.
17. Shall be actively engaged in continuous learning and updating of professional libraries.
18. Shall direct alignment of curriculum/instruction after consulting with the school principal.
19. Shall provide assistance in integrating technology into classroom instruction.
20. Shall be a resource for new teachers and teachers needing assistance as assigned by the principal.
21. Shall assist with designing and implementing the school RTI program.
22. Shall assist with ARC meetings as requested by the principal.
23. Shall assist with Program Review as requested by the principal.
24. Shall assist with TPGES/OPGES topics (i.e. Student Growth Goals) as requested by the principal.
25. Shall perform other duties as assigned by the principal/district.