

Instructional/ Curriculum Coach

Reports to –Principal

Provide strategies to increase student achievement in various subjects through improved instruction

PERFORMANCE RESPONSIBILITIES

1. Model enthusiasm, commitment and intensity for instruction
2. Observe in classrooms on a regular basis for supporting teacher's correct instruction and to offer plans for improvement
3. Organize and lead regular team level meetings to address needed improvements in instruction
4. Organize the assessment process and information to better plan instruction
5. Assist in selecting material needed to improve instruction: software, manipulatives, text and programs
6. Communicate gains, concerns, and needs between stakeholders in instruction: teachers, parents, administrators, board members and students
7. Curriculum coach will help create multiple assessments at the appropriate DOK level
8. Continually trains in improved methods of instruction
9. Will identify and implement specific interventions

PHYSICAL DEMANDS

The work is performed while standing or sitting.

MINIMUM QUALIFICATIONS

1. Master's Degree
2. Background in specific content instruction
3. Documented experience with best practice instruction
4. Leadership potential that will positively influence all instruction
5. Must attend Math and Language Arts training provided by OVEC, NKCES or KDE

Approved by: _____

Board Chairperson

Date: 6/20/17

Reviewed and agreed by: _____

Employee

Date: _____

Instructional/ Curriculum Coach

Reports to –Principal

Provide strategies to increase student achievement in various subjects through improved instruction

PERFORMANCE RESPONSIBILITIES

1. Model enthusiasm, commitment and intensity for instruction.
2. Assist teachers with lesson plan components as needed (learning targets, instructional strategies, assessment, etc.)
3. Facilitate professional learning communities (PLC) to address needed improvement in instruction using PDSA.
4. Observe in classrooms on a regular basis for supporting teacher's correct instruction and to offer plans for improvement (may be documented using walkthrough instrument to collect data).
5. Attend Organize and lead regular team level meetings to offer assistance as needed and aid with communication between teachers and administrators. address needed improvements in instruction
6. Plan the implementation of diagnostic assessments. Organize the assessment process and information to better plan instruction
7. Train teachers to analyze diagnostic assessments to identify RTI needs.
8. Ensure curriculum maps are created, aligned to standards and vertically aligned. Periodically review progress during PLCs. Curriculum maps should be reviewed district-wide every three years.
9. Assist with state assessments
10. Assist with professional development as directed by administration.
11. Assist in selecting material needed to improve instruction: software, manipulatives, textbooks and programs. Maintain said materials (renew annual contracts, ensure student/teacher access, etc.)
12. Communicate gains, concerns, and needs between stakeholders in instruction: teachers, parents, administrators, board members and students
13. Curriculum coach will help create multiple assessments at the appropriate DOK level
14. Continually trains in improved methods of instruction
15. Act as liaison at the transition grade levels between buildings.
16. Plan and conduct quarterly GCPlanet meetings with first year teachers.
17. Identify and implement specific methods of instruction.
18. Grade levels serviced by instructional/curriculum coaches shall be determined based on current district needs assessments.
8. _____
9. Will identify and implement specific interventions.

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: No bullets or numbering

Formatted: Font: 11 pt

PHYSICAL DEMANDS

The work is performed while standing or sitting.

MINIMUM QUALIFICATIONS

1. Master's Degree
2. Background in specific content instruction
3. Documented experience with best practice instruction
4. Leadership potential that will positively influence all instruction
5. Must attend Math and Language Arts training provided by OVEC, NKCES or KDE

Approved by: _____
Board Chairperson

Date: April 20, 2021~~June 19, 2018~~

Reviewed and agreed by: _____ Date: _____
Employee

