

## MARION COUNTY JOB DESCRIPTION

Position Title: Instructional Coach
Job Class: 2240, 2260, 2330, 2350
Department: Instruction
Reports To: Instructional Supervisor and building principal (Evaluated by District Instructional Administrators)
Approved By: Marion County Board of Education
Date: 7/13/2023

**SUMMARY:** The Instructional Coach works with teachers and principals to improve classroom practices pertaining to student performance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Deliver direct training based on the specific and identified needs of the staff as identified in the Comprehensive School Improvement Plan, Comprehensive District School Improvement Plan and school/district professional development plans, as illustrated by student performance data.
- Align and focus systems of curriculum, instruction, and assessment within and across grade levels to promote student academic success.
- Provide assistance to schools in the development and alignment of curriculum, assessment, and instruction, resulting in student mastery of content standards.
  - Best practices in instruction and assessment to include:
    - Assessment/learning activity development that is rigorous and congruent to content standards.
    - Assessment analysis practice that specifically leads/guides teachers to effective reteaching activities.
  - Coaching student work to proficiency
  - Classroom engagement strategies
  - Behavior management strategies
  - New teacher support
- Collect data related pertaining to instructional practice and student learning behaviors, specifically to gauge the effectiveness of those practices and behaviors.
- Provide specific, constructive feedback to teachers.
- Provide teachers with feedback in developing standards-based units of study.
- Work with school level professional learning communities.
- Deliver professional development at both school and district level.
- Serve as a resource for teacher growth.
- Develop and document weekly coaching plans for the school(s) served.
- Perform such other duties as assigned by the Superintendent/designee.

## **QUALIFICATIONS:**

- Has demonstrated the ability to work effectively with teachers and administrators.
- Has demonstrated exemplary teaching skills.
- Knowledgeable in assessment, curriculum, and instructional best practice.
- Has demonstrated effective written and oral communication skills.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCES:** Rank II/Master's Degree and 5 or more years of successful teaching experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Teaching Certificate.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

*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 frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

*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.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

*The information contained in this job description is for compliance with the American 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 individuals currently holding this position and additional duties may be assigned.*