

JOB TITLE: Teaching and Learning Coach

REPORTS TO: Director of Districtwide Services

REQUIREMENTS:

1. Valid Kentucky Teacher Certificate
2. Rank II or higher
3. Five or more years of successful teaching experience
4. Classroom instruction, assessment practices, and professional interactions reflecting current research-based practices and a desire for continuous learning

JOB DESCRIPTION:

Plan, organize, and implement an appropriate instructional program in a school learning environment that guides and encourages professional and instructional development for all staff to develop and fulfill their student's potential for intellectual, emotional, and psychological growth.

KNOWLEDGE OF:

1. Best Practices in Instruction.
2. Best Practices in Leadership.
3. Kentucky Academic Standards
4. Kentucky's Accountability system
5. Analyzing school/student data to make data-driven decisions

Essential Functions, Duties and Responsibilities:

1. Provide modeling, coaching, and direct support in delivering standards-based instruction for classroom teachers and support staff.
2. Identify instructional strengths and coach individual teachers to refine, extend, and improve their instructional practices by implementing Coaching Cycles that incorporate both technology and instructional coaching.
3. Facilitate and/or provide professional learning opportunities for classroom teachers and support staff that meet identified needs and result in building teacher capacity.
4. Research and implement the most current evidence-based instructional practices.
5. Assist with implementation of the following academic performance areas:
 - a. standards-based units of study and instructional programs
 - b. balanced assessment (formative, common, benchmark)
 - c. curriculum maps and pacing guides
 - d. remediation and enrichment opportunities

- e. development of bank of student exemplars
- f. gifted/talented identification and service delivery
- 6. In cooperation with the Building Principal, facilitate grade-level Instructional Study Teams.
- 7. Assist in the development and maintenance of reporting systems for student achievement.
- 8. Serve as a member of the school's leadership team.
- 9. Attend meetings and trainings as required by the Building and/or District Administration.
- 10. Provide for their own professional growth in accordance with the District, State, and Federal requirements.
- 11. Establish and maintain cooperative relationships with colleagues, supervisors, students, parents, and community members to promote the academic goals of the school and District.
- 12. Be available for education-related purposes outside the instructional day when required or requested.
- 13. Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- 14. Demonstrate loyalty and education to the purposes and goals of the Todd County Public Schools.
- 15. Supervise and maintain the efficient and accurate maintenance of all required records and reports.
- 16. Implement the district's philosophy of education and instructional goals and objectives.
- 17. Individually and cooperatively supervise pupils in and out of classroom activities during the assigned workday.
- 18. Meet the standards and indicators set forth in the Certified Personnel Evaluations Plan.
- 19. Adhere to the requirements of any district or school employee handbook, Todd County Board of Education policies and all applicable laws and regulations.
- 20. Perform all functions and assume other responsibilities deemed necessary by the Superintendent, District instructional staff, and the Principal.
- 21. Abide by the Professional Code of Ethics for Kentucky Certified School Personnel.
- 22. Communicate effectively both orally and in writing.

WORK ENVIRONMENT:

Indoor, environmentally controlled. Typical office environment including but not limited to telephones, personal interruptions, background noises. May require working with or near the public, parents, and children and will be subject to sounds, scents, and other related environmental factors. This position will require dealing with conflict and requires use of sound judgment.

Physical Demands: (example)

1. Light lifting
2. Sitting for long periods of time
3. Hand and finger dexterity
4. Repetitive movement
5. Standing and walking intermittently throughout a typical workday

Travel Requirements: (Frequency and Duration)

1. Less than 10% out of district
2. Daily as needed within district boundaries

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Certified Evaluation Plan. The evaluation will be conducted by the Director of Districtwide Services.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee