

# K-12 INSTRUCTIONAL COACH JOB DESCRIPTION

**FLSA Status:** Exempt

**Last Revised:** January, 2017

**Definition:** The Instructional Coach will facilitate the teacher standards and indicators of the NEPF, with researched-based NEPF instructional practices focusing on individual teachers' professional development needs.

**Responsible to:** Grant Manager and District level Administration

**TERMS OF EMPLOYMENT:** see Article 16 of Certified Contract

**PAY RATE:** Certified Teacher Salary (see Appendix A of Certified Contract)

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Work with teachers and campus administration to analyze student data, diagnose instructional needs and identify research-based instructional strategies to close achievement gaps.
2. Provide job-embedded professional development for teachers through modeling engaging, standards-based teaching as needed.
3. Provide individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners.
4. Conduct teacher observations and/or walkthroughs and provide feedback that facilitates teacher reflection and growth.
5. Encourage and support the implementation of technology and innovative strategies in the classroom.
6. Provide ongoing feedback to campus administration to be used in the teacher evaluation process.
7. Provide organized, individual and/or group learning opportunities for teachers as needed.
8. Provide support for classroom motivation and management strategies.
9. Assist teachers in creating materials that are in alignment with curriculum.
10. Provide teachers resources related to instruction and curriculum.
11. Provide assistance in researching instructional and/or curriculum issues.
12. Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments.

## **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

- Demonstrated knowledge of Nevada Academic Content Standards.
- Experience in researched-based instructional practices.
- Deep knowledge of and experience in: instructional strategies, condition of learning, assessment drive instruction (teaching/learning process).
- Effective communication, collaboration and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations.
- Work cooperatively with students, parent, peers, administration, and community members.
- Ability to design and deliver quality professional development for administrators and teachers.
- Outstanding presentation and facilitation skills.
- Communicate effectively both written and orally.
- Ability to meet deadlines.
- Ability to function as a positive collaborative member of a team.
- Provide individualized, classroom-based coaching with participants to support them in implementing good instructional practices.
- Facilitate the intellectual and professional development of teachers with a focus on improving student achievement.
- Work collaboratively and collegially with other Instructional Coaches, administrators and district staff.
- React to change productively and handle other tasks as assigned.

### ***Required Certifications and Licenses:***

1. Master's Degree from an accredited college or university.
2. Fully certified, through the State of Nevada Department of Licensure.
3. Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
4. Bloodborne Pathogen and Universal Precaution Training.

### ***Experience and Training:***

1. Five years minimum successful teaching experience.
2. Previous coaching or teacher leadership.

**Evaluation:** District Administration/Grant Manager

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

***Evaluation:***

Position will be evaluated in accordance to NRS 391.3125 and/or 391.3127

**An Affirmative Action/ Equal Opportunity Employer:**

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_