

POSITION DESCRIPTION

Whiteriver Unified School District

TITLE: Instructional Coach (Embedded)

CONTRACT TERM: 12 Month Position

GENERAL STATEMENT OF RESPONSIBILITIES:

To assist in providing the leadership in implementing and maintaining the optimal educational programs and services; to maintain a safe and caring learning environment; to carry out the policies of the Board and procedures of the Superintendent and Principal; to assist with compliance with federal and state laws, State Board Rules & Regulations.

Purpose of Position:

The purpose of this position is to increase teacher effectiveness which ultimately leads to significant gains in student achievement. The Instructional Coach will work as a colleague with classroom teachers primarily in classrooms to support student learning. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about researched-base effective instruction. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers. The building and sustaining instructional capacity is essential.

PRINCIPLE DUTIES:

Supporting Instruction:

Provides job-embedded professional development for all teachers in approved district initiatives such as core reading, math, supplemental intervention programs and ELL/ differentiated strategies within a Response To Intervention (RTI) structure. Supporting instruction does not include teaching small groups of students in a pull-out program. That is the role of the interventionist.

Provides job-embedded professional development for all teachers by co-planning, demonstrating and modeling instruction to build the theoretical understating and practical application of the teachers' work. It is estimated that 85% of the work will occur in the classroom and 15% of the time will be spent summarizing classroom observations, creating differentiated staff development activities, collaboration with building administrators and staff with regard to staff instructional needs.

General Responsibilities:

- 1. Demonstrate willingness to support teachers in the classroom.**
- 2. Demonstrate knowledge of research-based instructional strategies.**
- 3. Provide organized, individual and/or group learning opportunities for teachers as needed.**
- 4. Demonstrate knowledge of assessment of and for learning.**
- 5. Demonstrate a thorough knowledge of curriculum.**
- 6. Provide support in analyzing student assessment data.**
- 7. Assist teachers with making instructional decisions based on assessment data.**
- 8. Provide support for classroom motivation and management strategies.**
- 9. Assist teachers in creating materials that are in alignment with curriculum.**
- 10. Monitor intervention programs by observing and meeting with teachers.**
- 11. Model reading and or math lessons in the classroom.**
- 12. Provide encouragement and emotional support to teachers.**
- 13. Encourage ongoing professional growth for all teachers.**
- 14. Work positively toward meeting identified district and building improvement goals.**
- 15. Assist with development of district curriculum, instruction and assessments.**
- 16. Develop and maintain a non-evaluative, confidential, collegial relationships with teachers.**
- 17. Attend workshops/conferences and district / state meetings to learn about new innovative instructional strategies.**
- 18. Understand that job responsibilities may vary related to each building's needs.**
- 19. Attends and participates in required district training programs to develop and maintain expert knowledge in instructional best practices, mentoring, and coaching practices.**
- 20. Provides just- in- time professional development based upon embedded coaching observations and teacher requests.**
- 21. Differentiate and target professional development for teachers based on data gathered from coaching observations.**
- 22. Coach teachers on the use of the multiple assessment tools to access student performance information, curriculum maps, instructional materials, state standards, exemplar lesson plans and professional development offerings.**
- 23. Participates as a member of the school's Leadership Team**

Parent Involvement:

Assist the administrative team with information and updates of the school's Continuous Improvement Plan for PAC/Community meetings;

Provide PAC/Community participants with information that will assist their children with academic success.

Qualifications:

- 1. Master's degree preferred from an accredited college/university, or Bachelors Degree with embedded Instructional Coaching experience.**
- 2. Current Arizona State Teaching License on file in the central office.**
- 3. Minimum of 5 years of successful teaching experience.**
- 4. Prior embedded coaching experience preferred.**

PHYSICAL REQUIRMENT:

- 1. Requires prolonged sitting or standing.**
- 2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.**
- 3. Occasional stooping, bending, and reaching.**
- 4. Must work indoors and outdoors year-round.**
- 5. Must work in noisy and crowded environments.**

COMMITMEN T & Dependability:

EVALUATION PROCEDURE: This position is not responsible for staff evaluations.

REPORTS TO: School Principal

SUPERVISION GIVEN: As assigned