



## JOB DESCRIPTION

<b>Job Title</b>	Instructional Coach - Secondary
<b>Department</b>	
<b>Reports To</b>	Principal
<b>Classification</b>	Certified
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	189 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Secondary Instructional Coach will work as a colleague with classroom teachers to support student learning in all content areas. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding of research-based effective instruction. In order to fulfill these expectations, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers and in support of School Improvement Plans.

## Essential Job Functions

- Facilitate the intellectual and professional development of teachers.
- Create positive relationships with teachers and administrators.
- Communicate and demonstrate research-based instructional practices that result in increased student performance and improve the classroom environment.
- Communicate effectively with all members of the school district and community.
- Encourage professional growth and provide organized, individual and/or group learning opportunities for teachers.
- Assist teachers with designing instructional decisions based on assessment data.
- Assist teachers in creating materials that are in alignment with curriculum and culturally responsive practices.
- Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
- Provide support in analyzing student assessment data.
- Support, implement and assess various instructional programs and program effects on student achievement.
- Participates in goal/plan setting and evaluation.

### **Ancillary Job Functions**

- Demonstrate a thorough knowledge of curriculum and subject matter.
- Assist teachers with specific classroom activities when requested.
- Provide support for classroom motivation and management strategies.
- Monitor intervention programs and student progress by observing and meeting with teachers.
- Provide assistance in researching instructional and/or curriculum issues.
- Model lessons when appropriate.
- Manage time and schedule flexibility that maximizes teacher schedules and learning.
- Work positively toward meeting identified district and building improvement goals.
- Assist with development of district curriculum, instruction and assessments.
- Attend workshops/conferences to learn about new innovative instructional strategies.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Education.
- Wisconsin teaching certificate.
- Ability to provide encouragement and emotional support to teachers.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in an instructional coaching or related role.
- 5 or more years successful teaching experience at the secondary level
- Master’s degree in Education.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to multitask, manage large projects, and adhere to deadlines.
- Ability to keep up-to-date with current events and technologies in the business and post-secondary sectors.
- Self-motivated.
- Ability to maintain curricular and industry knowledge.
- Ability to facilitate meetings and professional development opportunities.
- Excellent verbal and written communication skills.
- Knowledge using a variety of assessment tools.
- Knowledge of researched-based instructional strategies that engage all students.
- Willingness and ability to assume a leadership position.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom conditions and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Regularly required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.

*New 5.8.15*