

Instructional Coach

Dept/Div: Teaching & Learning/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate professional work coordinating, planning and assisting with instructional programs and providing observations and cognitive coaching opportunities for classroom teachers and support staff under contract, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Teaching & Learning.

Qualification Requirements

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

Essential Functions

Collaborates with and guides teachers on reading instruction; provides model lessons in classrooms; shares instructional strategies and activities.

Trains licensed and non-licensed staff on district curricula and procedures; advises educators on curricula, instructional methods, or policies as directed.

Assists in planning and leading district professional development efforts such as programs, services, activities, and curricula.

Provides support for student assessments and interpretations of data; supports district assessment platform efforts.

Participates on District Curriculum Selection Committees; makes curriculum recommendations to principals; manages and supports district asset manager system.

Attends and participates in various meetings, committees, conferences and workshops as required.

Knowledge, Skills and Abilities

Thorough knowledge of school administration principles, practices and procedures; thorough knowledge of classroom teaching practices, methods and techniques; thorough knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects; thorough knowledge of area of specialty; ability to develop and present ideas effectively orally and in written form; skill in identifying the educational needs of individuals and/or groups and developing formal educational or training classes; skill in teaching and instructing others; ability to develop and maintain constructive and cooperative working relationships with others; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; ability to operate standard office, word and data processing equipment; ability to establish and maintain effective working relationships with faculty, parents, students and associates.

Education and Experience

Bachelor's degree with coursework in education, or related field and considerable experience teaching in a classroom setting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and reaching with hands and arms and occasionally requires walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and

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activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of Minnesota State Teaching license upon hire.

Last Revised: 4/14/2020