

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

POSITION: INSTRUCTIONAL COACH

SUPERVISOR: Principal

**GENERAL JOB DESCRIPTION:** The Instructional Coach will provide guidance and instructional experiences that are academically and developmentally appropriate for each student assigned to that classroom. The Instructional Coach will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Communicate accurately and effectively in the content area and maintain a professional rapport with students.
2. Obtain feedback from and communicate with students in a manner which enhances student learning and understanding.
3. Utilize a variety of teaching methods and resources for each area taught.
4. Encourage the development of student involvement, responsibility, and critical thinking skills.
5. Manage the classroom to ensure the best use of instructional time.
6. Create an atmosphere conducive to learning, self-discipline.
7. Follow Board policies and administrative rules and regulations.
8. Weekly professional development with department teams.
  - Literacy based strategies, curriculum and assessment development.
  - Science based literacy strategies to improve critical thinking and research skills
  - Math based literacy strategies to improve explanations and vocabulary.
  - Help to develop leadership skills in Math and Science to create a master teacher within the team that will develop Math and Science instructional coaches.
  - Any curriculum enrichment resources for implementation via Pearson, PARCC, Odysseyware and Discovery.
9. Create and implement the writing and research calendar, which assigns departmental writing and research along with the PLC sharing component.
10. Coach and team teach with the Minimally Effective Teachers. The coaching and team teaching session will be determined by the writing and research calendar, testing data weakness, and instructional goals.
  - These coaching sessions will be targeted to improve instructional practices determined by the NMTech evaluations and walk through observations.
11. Create Discovery and SBA Data folders that detail the student's testing skills for the Discovery classes. This folder will be used by the student and teachers to align reteach and practice 2 days a week during instruction.
12. Develop a resource/library for skill and test taking strategies and resources for teachers to utilize during Discovery classes and ELO.
13. Continuous feedback and communication with the principal to relay areas of success and need.

14. Attend any professional development deemed relevant by the administration or upon the request on your interest.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Communicate accurate and up-to-date information to students in a way that enhances student learning, and includes demonstrating effective writing skills, and use of standard English.
2. Manage time appropriately.
3. Cooperate with administration, parent, and co-workers.
4. Create a positive atmosphere and arrange the physical environment of the classroom for optimum learning.
5. Prepare for instruction and show written evidence of preparation.
6. Take precautions to protect equipment, materials, and facilities.
7. Maintain accurate and complete records as required by the school district, and reports progress or lack thereof to parents in a timely manner.
8. Attend and participate in faculty meetings.
9. Complete duties (hall, bus, etc.) as assigned.
10. Leave adequate preparations for a substitute.
11. Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
12. Encourage cooperation between students.
13. Maintain student involvement in appropriate tasks.
14. Use and apply appropriate conflict resolution skills.
15. Demonstrate public relations skills.
16. Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.
17. Adapt the curriculum to meet the needs of individual students.
18. Use current technology for instruction and management purposes.
19. Use diagnostic data to improve instructional programs.
20. Select, use, and interpret evaluation data.
21. Is available to parents, students, administration, and peers outside the school day, if needed.
22. Attend extra-curricular activities.
23. Report suspected child abuse and neglect.
24. Attend IEPs as requested.
25. Implement IEP accommodations.
26. Is responsible for students on field/activity trips.
27. Act as a good role model within the context of the school.
28. Develop and use community and professional resources.
29. Understand and apply learning theories.
30. Accept other responsibilities as deemed necessary by the supervisor.
31. Consistently enforce school rules and policies.
32. Attend and participate in professional development opportunities during and outside the school year.
33. Develop positive relationships with students, parents, and colleagues and administrators.
34. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

**QUALIFICATIONS:**

1. A bachelor's degree.
2. A valid New Mexico teaching license with endorsements as needed to be Highly Qualified.

3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**EQUIPMENT/MATERIAL HANDLED:**

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Must know how to properly operate or be willing to learn to operate all equipment necessary for student success.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make home visits when needed and appropriate.

**TERMS OF EMPLOYMENT:**

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

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