

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Instructional Coach	<b>DATE CREATED:</b>	June, 2013
<b>CATEGORY:</b>	Licensed Educator	<b>DATE REVISED:</b>	2/16/2016
<b>DEPARTMENT:</b>	Teaching & Learning	<b>BLS CODE:</b>	
<b>REPORTS TO:</b>	Director of Curriculum & Instruction	<b>FLSA STATUS:</b>	Exempt

### POSITION OBJECTIVE:

The Instructional coach will support the continuous growth of student engagement, understanding, and overall performance by assisting our teachers with the development of high quality instructional practices.

### PRIMARY RESPONSIBILITIES:

1.	Research and facilitate implementation of best practices in instruction;
2.	Use a student-centered coaching approach that includes the following core practices: <ul style="list-style-type: none"> <li>• Conversations framed by specific learning targets that are aligned to standards;</li> <li>• Coaching that involves regular analysis of student work, and/or classroom, grade level, school and/or district data;</li> <li>• Coaching driven by evidence of student learning;</li> <li>• Collaboration that includes, as appropriate, co-planning and co-delivery of instruction;</li> <li>• Coaching that is ongoing and occurs with individuals and teams of teachers.</li> </ul>
3.	Use a job embedded professional learning approach to support teacher growth;
4.	Engage with school leadership teams and Pupil Support Team (PST) in data review and determination of student supports;
5.	Collaborate with building and district leadership to plan and facilitate professional learning;
6.	Make data driven decisions to support implementation of ongoing curriculum needs;
7.	Support district initiatives within specialty ;
8.	Support integration of digital learning practices and strategies.

### CORE COMPETENCIES:

•	Strong collaboration and team building skills;
•	Ability to model effective instruction and serve as an instructional coach to others;
•	Strong leadership skills, including, but not limited to, active listening; ability to persevere, take initiative, prioritize, multi-task, manage and resolve conflict; responsible, reliable and ethical; clear communicator; proactive;
•	Critical thinking and problem solving skills with the ability to exercise independent judgment and make decisions within prescribed boundaries;

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Associate Secretary

•	Flexible mindset and ability to seek and recognize creative solutions;
•	Time management, organizational, and prioritization skills with the ability to manage multiple tasks with frequent interruptions;
•	Strong verbal and written communication skills with the ability to communicate, interact and work effectively and cooperatively with people from diverse backgrounds;
•	Engage in lifelong learning, positively represent the district at all times, and have a commitment to public service;
•	Accurately demonstrate strong knowledge of the content area(s) and approved curriculum;
•	Ability to model and co-teach effective and proven instructional methods in content area.

## REQUIRED QUALIFICATIONS:

•	Bachelor's degree;
•	Minimum of 3 years of classroom teaching experience;
•	Strong working knowledge of technologies appropriate to the educational process;
•	License in appropriate content area, such as reading or mathematics.

## PREFERRED QUALIFICATIONS:

•	Advanced degree in content area, curriculum and instruction or educational leadership;
•	Working knowledge of district adopted software applications (e.g., Infinite Campus, data warehouse & mining system);
•	Working knowledge of Department of Public Instruction website;
•	Understanding of data structures and interrelationships;
•	Knowledge of district and school policies and procedures preferred.

## SPECIAL REQUIREMENTS:

•	While performing the duties of this job, the employee is frequently required to talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is regularly required to stand, walk, and/or sit and may occasionally be required to reach above shoulders, climb, stoop, kneel, crouch or crawl.
•	The employee must regularly lift and/or move up to 10 pounds while moving paper work or educational materials. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
•	Occasional travel within the district may be required.

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*This document describes general information about the position however should not be considered as comprehensive. School District of New Berlin reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.*

<b>POSITION CODE</b>		<b>JOB CODE</b>	TCHT	<b>EARN CODE</b>	CINS	<b>PAY STRUCTURE</b>	TCH
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*The School District of New Berlin does not discriminate on the basis of age, race, color, gender, creed, national origin, religion, disability, marital status, sexual orientation, arrest or conviction record (unless there is a substantial relationship between the crime and the job), military or veteran status or any other such factor as may be specified in any law applicable to the District.*