

Job title	<i>Instructional Coach (Grades 2-3)</i>
Reports to	<i>Director of Curriculum and Instruction</i>

Job purpose

The purpose of the Instructional Coach is to improve the **academic** achievement of each student. The Instructional Coach will provide leadership to teachers and instructional assistants in implementing the **academic program** including **intervention** initiatives. They will also plan, implement, assess **educational** services to ensure fidelity.

Duties and Responsibilities

Instructional Leadership

- Support instructional staff in assigned grade band areas (lead teachers, teachers, and instructional support).
- Coach and develop teachers to establish the foundations for successful classrooms: ambitious vision and goals, purposeful long-term plans and unit plans, rigorous assessments, strong relationships, and positive classroom cultures.
- Observe teachers weekly to gather data on student learning and teacher proficiency to diagnose teachers' strengths and weaknesses constantly and determine strategies for improving their practice and improving student learning.
- Provide a wide variety of learning opportunities for teachers focused on analyzing student work, effective planning, targeted and differentiated instruction, as well as high expectations for classroom culture and behavior.
- Conduct weekly curriculum/data meetings. Ensure the completion of grade-level meetings by lead teachers.
- Serve on School Leadership Team; collaborate with team to determine school-wide professional development, curriculum and assessment needs to meet all school goals.
- Work in collaboration with the Director of Curriculum and Instruction to provide professional development to implement the IAA education program; assist with the development of and oversee the school's new staff orientation; assist teachers in the development and realization of Professional Growth plans.
- Work in collaboration with the Director of Curriculum and Instruction to implement and oversee assessment program.
- Monitor the implementation and effectiveness of the IAA education program (i.e. lesson plan completion and implementation, tracking of student achievement-grades, standards, assessment data, etc.)
- Report regularly on all curriculum, instruction, and assessment matters as directed by the Director of Curriculum and Instruction.

Data Based Decision Making

- Analyze grade, class and individual student academic for the purpose of increasing student achievement and making informed decisions relative to instructional practices.
- Review and evaluate student achievement information in order to place students in appropriate academic and support services.

- Analyze state mandated and school mandated assessment data to understand students’ needs in order to select and recommend evidence-based instructional interventions to implement.
- Collaborates with teachers and academic intervention team for the purpose of increasing student achievement by ensuring core instructional best practices are implemented with fidelity and staff are differentiating instruction to meet the needs of students.
- Develop and utilize protocols to ensure that interventions have been implemented with fidelity
- Assist in developing and maintaining a systematic and comprehensive process of data collection and effective decision-making.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Qualifications & Skills

- Bachelor’s degree in Elementary Education (Master’s degree preferred)
- Valid Indiana Educator’s License
- 3-5 years teaching experience
- Ability to think strategically and proactively
- Professional, Friendly, Flexible, Organized

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	