

JOB DESCRIPTION

Cumberland County School District

English/Language Arts Instructional Coach

Purpose Statement

The job of a district-wide instructional coach was established for the purpose/s of assisting classroom teachers in the development of strategies, skills, tools, and techniques of effective English/language arts teaching.

Supervisory Controls

Responsible to the Federal Programs Supervisor for the efficient and effective accomplishment of assigned tasks.

Essential Functions

- Develop, lead and participate in ongoing and job-embedded professional development for the purpose of improving student achievement
- Mentor, observe, and coach classroom teachers for the purpose of improving English/Language Arts instruction
- Provide a variety of materials that demonstrate best practices
- Participate in appropriate professional meetings, conferences and in-services
- Aid in the selection of materials/supplies that address identified student academic weaknesses
- Assist in coordinating educational programs
- Demonstrate exemplary classroom practices
- Maintain a variety of manual and electronic files/records
- Analyzes school data for the purpose of making informed decisions reality to instructional practices

Other Functions

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Job Requirements: Minimum Qualifications

- Ability to model effective instructional strategies.
- Must be able to communicate and conference with teachers regarding effective strategies and appropriate resources.
- Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, using pertinent software applications, and preparing and maintaining accurate records
- Ability to schedule and/or conduct activities, meetings or events
- Must perform technical tasks with the potential of upgrading skills in order to meet changing job conditions
- Work cooperatively with others, communicate with diverse groups, maintaining confidentiality and adapt to changing work priorities
- Such alternatives to qualifications, experience, and education as the Director of Schools may find appropriate and acceptable

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Responsibility

- To efficiently support the English/Language Arts instruction in grades K-12.
- To support the Federal Programs Supervisor and accomplish assigned tasks/missions

Working Environment

- The work is performed primarily in buildings/facilities of the public school system. At times, the work is performed at Central Services in a training setting or in an office setting.
- The work is a combination of sedentary activities and active movements. Some lifting, walking, bending and driving are required.

Experience

- Incumbent shall have at least five years of verified classroom teaching experience.
- Coach must demonstrate effectiveness in teaching English/Language Arts to students.
- Coach must demonstrate experience in sharing English/Language Arts instructional techniques and resources with other teachers.

Education

Incumbent shall have not less than a Master's Degree.

Requirement

This is a certified position.

Clearances

Criminal justice fingerprint/background clearance

Physical exam to meet health and physical requirements

Certificates and Licenses

- Teacher's certification and/or license
- Obtain and maintain TEAM teacher evaluation certification

Continuing Education/Training

Maintain Licensure