

**Moencopi Day School  
POSITION DESCRIPTION**

**TITLE:** INSTRUCTIONAL COACH

**EMPLOYMENT:** 12 Months (Exempt)

**SUPERVISOR:** Chief School Administrator

**PRIMARY RESPONSIBILITY:** The Instructional Coach will support all educational staff in the implementation of the site reading and math plan and programs. The Coach will work directly with teachers at Moencopi Day School, providing classroom-based demonstrations, collaborative and one-on-one support, and facilitate teacher inquiry and related professional development. The Coach will focus on enhancing teachers' abilities to provide instruction that builds students' sense of engagement in the ownership of learning. The Coach will also work with administrators and teachers to collect, analyze, and interpret data, and use it to guide instructional decisions.

**ADHERENCE TO:** Hold a firm belief and commitment to MDS Philosophy, Vision and Mission.

**QUALIFICATIONS**

- Master's degree or equivalent preferred from an accredited college/university.
- Current Arizona State Teaching Certificate
- Minimum of five (5) years of successful teaching experience.
- Experience in research-based instructional practices.
- Proficiency with Windows software and other educational technologies.
- Evidence of six (6) graduate credit hours of reading and math content.
- Ability to communicate and interact with a variety of staff and community members; good public relation skills a must;
- Required valid Drivers' License and First Aid/CPR Certificate;
- Must pass background check with Hopi and/or Navajo Tribe, State and Federal;
- Must in their background reference check, demonstrate successful, positive multi-year employment and performance of duties at each of the last three (3) employment position.
- Hopi/Native American Preference
- Excellent communication skills; ability to communicate and work well with staff, students, parents, and community.

**PERFORMANCE RESPONSIBILITIES**

- Guide teachers to collect and analyze data and develop action plans in response to determined student needs.
- Provide individualized, classroom-based support to implement comprehensive reading and math programs. This will include modeling of best teaching practices.
- Work with the Chief School Administrator at the school site to create a school-wide focus on goals for achievement.

- Oversee the school’s assessment procedures, training, and data collection and collaborate with the Chief School Administrator to complete reports due.
- Participate fully in professional development opportunities and professional research and reading. Support the philosophy and vision of Moencopi Day School.
- React to change productively and handle other tasks as assigned.
- Outstanding presentation and facilitation skills.
- Strong interpersonal skills (communication, problem solving, and conflict management) to share research based instructional approaches with teachers and administrators and provide advice, mentoring and coaching.

**OTHER REQUIRED RESPONSIBILITIES**

- Attends staff meetings and all required school in-service program activities and participate in School Committees.
- Serves on committees as requested.
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment.
- Be responsible for following accountability procedures; knows and observes Board policies and regulation.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Performs other duties as assigned.

**ACKNOWLEDGEMENT**

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

**APPLICANT**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISOR**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_