

Job Description – Instructional Coach**Revised: 1/8/18**

TITLE: Instructional Coach

QUALIFICATIONS:

1. T-5 certification.
2. Five years successful teaching experience and/or five years successful administrative experience.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Curriculum Director, Federal Programs Director, Principal

JOB GOALS: To improve student achievement

PERFORMANCE RESPONSIBILITIES:

1. Work with students of assigned school(s).
2. Facilitates the use of high quality instructional practices of standards-based core curriculum, as approved by the Georgia Department of Education.
3. Train teachers in explicit systematic instruction in core content areas.
4. Procure needed instructional materials.
5. Model exemplary classroom practices.
6. Mentor teachers having difficulty implementing standards-based instruction using best practices.
7. Organize teams and facilitate collaboration to effectively implement standards-based instruction within grade levels and cross-curricular alignment.
8. Develop and assist with the implementation of a well-articulated assessment plan to monitor student achievement.
9. Assist the school testing coordinator in the administration of tests, as prescribed in system assessment plan.
10. Collect, report, and maintain data on students – whole class and grade level performance.
11. Make evaluations concerning school and classroom decisions based on continuous progress monitoring of student and teacher data.
12. Assist, when needed, and provide instructional support for non-equitable instructional situations.
13. Assist teachers with monitoring of student data needed for determining flexible groups and individual instruction.
14. Attend professional learning sessions, as approved by the Professional Learning Director, and re-deliver to faculty, as needed.
15. Submit monthly time logs ensuring 100% commitment to instructional coaching duties and/or submit documentation for Periodic Review, assuring the same.
16. Assist teachers with monitoring of student data needed for placement of students, as determined by guidelines of RTI and according to the LEA Pyramid of Interventions, including Student Support Team/504.
17. Perform duties commensurate with Title I regulations and the school's Title I Schoolwide Plan.
18. Other duties, as assigned, consistent with Title I regulations.

TERMS OF EMPLOYMENT: Ten, eleven or twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Curriculum Director, Title I Director, and Principal in accordance with provisions of the Board's policy on evaluation of personnel.