

Lacey Township School District

JOB TITLE: Instructional Coach

QUALIFICATIONS:

1. Valid New Jersey Elementary teaching certification.
2. Minimum of five years of teaching experience.
3. Demonstrate knowledge and understanding of effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
4. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Ability to plan, organize and administer a school-level professional development program.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: District Supervisor, Supervisor, and Principal

NATURE AND SCOPE OF JOB:

The Instructional Coach is responsible for bringing evidence-based practices into classrooms by working with and supporting teachers and administration with the goal of increasing student engagement, improving student achievement, and building teacher capacity. The individual will work with classroom teachers to assist with the implementation of the district's adopted curriculums in an effort to improve overall student achievement. The Instructional Coach focuses on individual and group professional development that will expand and refine the understanding about researched-based effective instruction. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

JOB FUNCTIONS AND RESPONSIBILITIES:

- Support teachers and administrators in using data to improve instruction on all levels.
- Deliver professional development on targeted topics and designs.
- Develop coaching plans for teachers to ensure student improvement.
- Creates positive relationships with teachers and administrators.
- Communicates and demonstrates researched-based instructional practices that result in increased student performance and engagement.
- Demonstrate willingness to assume leadership positions.
- Demonstrate a thorough knowledge of curriculum and subject matter.
- Provide support in analyzing student assessment data in order to inform instructional decisions.
- Model lessons when appropriate.
- Develop and maintain a confidential, collegial relationship with teachers.
- Perform duties as assigned by the Principal, Supervisor, or District Supervisor

Meetings and Committees

1. Schedules and organizes individual teacher or grade level meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
2. Plans and presents a series of meetings each year for the purpose of interpreting data in order to positively affect instruction and student achievement outcomes.

Constructive Interaction with Staff

1. Meets on a regular basis with teachers for the purpose of maintaining ongoing discussion about the coordination and implementation of instruction.
2. Conducts informal classroom observations for the purpose of the development of best instructional practices.

Information and Resources

1. Works with the principal and supervisors to maintain a curriculum guide and resources for the use of the staff and collaborates with principals, supervisors, and teachers to develop community resources to enhance the instructional program.
2. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on Evaluations.

APPROVED BY:

DATE:

REVISED:
