

Eagle Butte Public School District 20-1

JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL COACH (Teacher on Special Assignment)

REQUIREMENTS:

- A. Education Level: Master's degree, and/or job related experience.
- B. Experience Desired: Evidence of at least five years of exemplary teaching experience.
- C. Physical Requirements: This position requires constant hand-eye and mind-eye coordination, speaking, writing, sitting, bending, and walking are constantly required.
- D. Other Requirements: Ability to plan, model and provide training on targeted instructional strategies; must possess instructional technology skills, communicate effectively and relate well with students, school personnel, and parents. Have knowledge of curriculum materials, content standards and assessments.
- E. Work Location: Travel between school buildings within the C-EB Schools system during the day and/or work week may be required.

REPORTS TO: District 20-1 Principal and/or Superintendent as needed for curricular planning and other school improvement projects.

EVALUATED QUALIFICATIONS:

- Evidence of successful experience working with adult learners.
- Demonstrates ability to establish and maintain positive relationships with colleagues and building principals.
- Knowledge and experience implementing best practices in instruction.
- Knowledge and experience using a variety of assessment tools and analyzing student data.
- Ability to collaborate with teacher teams, co-teach lessons, and do demonstration teaching.
- Ability to think flexibly and to adapt work to the needs of teachers.
- Knowledge and demonstration of using 21st Century skills in instruction (analytical thinking, problem solving, communicating, collaborating, and finding and evaluating information)
- Demonstrate strong skills in oral and written communication and the ability to utilize technology for communication and instruction.
- Demonstrate organizational skills and initiative for working with minimal direct supervision.
- Evidence of ongoing professional learning and reflective practice to continuously improve adult learning and student learning.
- Knowledge and experience using technology for communication for data analysis, for gathering and organizing information and for presentations.
- Demonstrated ability to facilitate groups and practice facilitative behaviors.
- A working knowledge of current research and resources.

- Ability to support the design and delivery of professional development at both the district and school levels.

PERFORMANCE STANDARDS

SUPPORT OF TEACHERS NEW TO THE DISTRICT AND/OR TEACHING

- Provides intensive coaching to improve the classroom instructional practice of the beginning teacher.
- Collaborates with the beginning teacher to self-assess and identify skills and needs for professional growth.
- Assists the beginning teacher in developing a repertoire of teaching models, methodologies, strategies, and techniques.
- Assists the beginning teacher in developing classroom management including routines and procedures.
- Coordinates induction requirements and provides continuous and regular support to beginning teachers.
- Observes teachers and/or records teachers during their instruction and provides feedback for their professional growth.

CURRICULUM, INSTRUCTION, ASSESSMENT

- Assists teacher with instructional planning to achieve curriculum objectives and establish a positive classroom environment.
- Assists teachers with planning and implementation of student assessments.
- Assists in analyzing formal and informal data on student achievement in order to inform instructional planning.
- Assists teacher in identification and selection of appropriate instructional materials aligned to content standards.
- Provides relevant information from research and professional literature on best practices in instruction.
- Utilizes cognitive coaching to support staff growth in curriculum, instruction, and assessment.

JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES

- Models or provides models for effective teaching strategies, specifically in the application of strategies to develop 21st Century skills.
- Assists in identifying, designing, and delivering individual and building level professional development related to student achievement goals.
- Supports implementation of professional learning communities to enhance student achievement.
- Communicates consistently and positively with staff.
- Maintains confidentiality at all times.
- Demonstrates commitment through practice, the philosophy of being a life-long and continual learner.