

**TITLE: District Instructional Coach (K-12)****QUALIFICATIONS:**

- Bachelor's degree with a major in educational leadership, curriculum, reading, etc
- Have at least five years teaching experience
- Such alternatives to the above qualifications as the board may find appropriate and acceptable

**REPORTS TO:** Curriculum Director, Immediate Supervisor

**JOB GOAL:** The District Instructional Coach will assist the Curriculum Director, principals, and K-12 classroom teachers to provide direct support and assistance in the use of effective instructional strategies, use of data to improve student achievement, and instruction aligned to state and district-identified standards.

**ESSENTIAL REQUIREMENTS:**

- Demonstrated success as a teacher
- Strong leadership skills
- Knowledge of the RTI process and 3-Tier model of instruction
- Familiarity with the Federal funding requirements for instruction, data analysis, and professional development
- Skills in collaboration, curriculum development, and the use of data to improve student success
- Knowledge of District school improvement initiatives, including content standards, content area literacy, effective instruction, professional development and assessment practices
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- Maintain integrity of confidential information relating to students, staff, or district patrons
- The ability to work harmoniously with others
- Completion of, or willingness to complete, District Mentor and Tools for Teaching training

**PERFORMANCE RESPONSIBILITIES:**

- Form strong professional relationships with colleagues
- Communicate effectively with teachers, paraprofessionals, students, and parents
- Support teacher learning and mentor staff in the implementation of proven teaching methods
- Provide model teaching lessons or side-by-side coaching based on classroom observations or administrative referral
- Provide staff development (small or large group) in effective instructional strategies and how to use data to improve student achievement.
- Analyze school, district and state data for instructional strengths and weaknesses, report findings to administrators and teachers
- Support, monitor and provide data team training as needed
- Work with Curriculum Director and LEP/Migrant/Homeless Coordinator to ensure that district and school federal guidelines are being met and properly documented
- Assist Curriculum Director with curriculum projects, programs and adoptions
- Cultivate and model a respectful working and learning environment
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.

- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of an administrator, the Idaho Code of Ethics, and the negotiated contract.

**TERMS OF EMPLOYMENT:** Twelve month contract beginning August 1.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

**SALARY:** Salary based on current district administrative salary schedule.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are made available to the employee on the school district website: [www.cassiaschools.org](http://www.cassiaschools.org).

**EMPLOYEE ACKNOWLEDGEMENT:**

I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

\_\_\_\_\_  
Employee Signature

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Date

January 22, 2016