



Elementary (K-5) Instructional Coach

Category: Full-Time

Job Category Definition:

The Elementary Instructional Coach is a dynamic and collaborative educator who works closely with classroom teachers to enhance instructional practices and student learning outcomes. This role involves supporting the development and implementation of a comprehensive elementary curriculum aligned with state standards and district goals. The Curriculum Coach will communicate and work closely with the elementary school administrators and teachers to implement and achieve the school's curriculum goals and initiatives.

SUMMARY DESCRIPTION:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Work cooperatively with administration in developing and implementing a challenging and rigorous curriculum in assigned curricular areas
- Coordinate the review, development, and revision of assigned curricular area programs and related curriculum documents and materials, including curriculum guides, course outlines, and lesson plans, assuring vertical alignment under the leadership of school administration
- Provide content knowledge and resources about teaching and learning strategies, assessment techniques, and interpretation of assessment results
- Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation in the classrooms
- Demonstrate best practice teaching strategies for teachers with students in the classroom
- Work with administration and teachers to analyze and interpret student data and use findings to develop and apply instructional strategies
- Provide data analysis of summative classroom testing data to administration
- Suggest curricular support materials as needed
- Disseminate information regarding current research and significant developments on the state and national levels in elementary education

This is a NOT a supervisory position and DOES NOT include evaluation of colleagues that count toward annual KPI.

JOB RESPONSIBILITIES AND ROLES:



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Key Responsibilities:

- Collaborate with teachers to ensure that teaching practices align with educational best practices
- Facilitate professional development sessions focused on effective instructional strategies and classroom management align with school annual goals and observed needs
- Conduct at least 4 external PDs per year for teachers
- Conduct one internal PD monthly targeted at observed classroom needs
- Conduct 2-3 classroom observations weekly, log all observations and provide timely feedback to teachers
- Provide ongoing training and support for elementary teachers creating Teacher Support Plans (TSPs) as needed
- Lead Teachers in supporting school mission and vision
- Create Targeted PD as needed for individual teachers
- Provide individualized coaching, support plans and mentoring to teachers. Including demonstration lessons, co-teaching and non-punitive feedback on instruction
- Support teachers in lesson planning
- Monitor weekly lesson plan submission providing feedback on lessons as needed
- Support teachers in classroom projects
- Assist in the analysis of student assessment data to inform instructional decisions and improve student achievement
- Oversee the integration of technology in the curriculum and assist and train teachers with curriculum-related software products
- Ensure that technology components are being utilized in the classrooms
- Participate in curriculum development and revision as needed, ensuring resources meet the diverse needs of students
- Serve as a resource for instructional strategies and interventions to address various learning styles and needs
- Build school capacity by encouraging and supporting teacher leadership and professional growth
- Work with teachers to create annual SMART goals for their self-reflections that are monitored 3x annually



- Support elementary curriculum development
- Supervise and support in the purchase, implementation and allocation of instructional materials, supplies, and equipment with teachers
- In collaboration with the Assistant Director, assure horizontal and vertical alignment of school curriculum and alignment with current standards
- Partner with Early Education to ensure successful alignment and transition of students to Kindergarten
- Assure alignment between curriculum and pacing guides
- Facilitate meetings with teachers in the revising and writing of pacing guides to ensure quality and effective instruction without overlaps or gaps between grade levels
- Maintain all pacing guides incorporating teacher feedback
- Help support the instructional leadership in short and long term curriculum development
- Lead and develop a training and systematic implementation plan for implementation of center, inquiry and project based learning
- Support teachers with effective analysis and utilization of student data for improving, modifying and adjusting instruction and informing site and grade level improvement plans.
- Facilitate data chats 4x per year with teachers
- Collect student profile sheets for each student that will follow them through progression
- Communicate, pilot and suggest additional curriculum components for the school

SPECIAL QUALIFICATIONS:

- Master's in Education Field or related field
- Minimum 5 years' experience teaching, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs.
- Must possess effective instructional delivery techniques and excellent communication skills.
- Highly effective teaching status
- Experience and skill in motivating others and in utilizing staff to maximize their capabilities.
- Must possess the ability to coach and train instructional staff.
- Demonstrated Teacher Leadership.
- Must be able to provide constructive feedback and create rapport with teachers.
- Strong pedagogical knowledge and content expertise.



- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to develop and deliver presentations.
- Ability to conduct internal Professional Development based on observed needs.
- Program planning and implementation skills.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to lead, guide, and integrate strategic planning processes and organizational goal development.
- Ability to create, compose, and edit written materials.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of management principles and practices.
- Ability to foster a cooperative work environment.
- Teacher development and performance management skills.
- Ability to identify and interpret long-term goals needed by the organization.
- Skill in the development and documentation of operating and administrative policies and procedures.
- Ability to analyze problems and develop creative solutions to issues.

INTENDED OUTCOMES AND SUCCESS MEASURES:

- Provide data analysis that drives growth in areas of grade level readiness.
- Show proven development and growth of staff teaching strategies over time through follow-up of TSPs and annual SMART Goals.