



**PUEBLO OF LAGUNA  
DEPARTMENT OF EDUCATION**

P.O. Box 207  
Laguna, New Mexico 87026  
(505) 552-6008

**Vacancy Ann.:** #05-2024

**Opening Date:** June 3, 2024  
**Closing Date:** Open Until Filled  
**Position Title:** Instructional Coach  
**Salary:** Per Salary Schedule

**DESCRIPTION OF WORK:**

Under the direct supervision of the School Principal(s), the Instructional Coach provides professional development and support for teachers at both Laguna Elementary School and Laguna Middle School. This support will be targeted to improve student engagement; increase academic rigor and increase student academic achievement. Supports teachers in data analysis and tracking; Supports teacher teams to examine student work and respond with effective instructional strategies. Train teachers on high yield instructional strategies. Train teachers on strategies for increasing student engagement. Training teachers on curriculum mapping and backwards planning. Mentor new and Grow your Own teachers; support teachers in passing certification requirements. Facilitate functional PLC facilitation. Design face-to-face and online, content-based professional development for school. curricular programs and initiatives using best practices in adult learning theory. Deliver face-to-face content-based professional development that is differentiated and available in a variety of formats, platforms and times. Collaborate with the administration team to regularly gather feedback and analyze needs for PD across the schools. Co-plan PD for designated PD days with the Administration team. Ascertain and support PD needs/issues at the building level in each school. Evaluate and monitor all components of PD support including face-to face and online sessions. Provide assistance with report and grant writing; assistance with school-wide testing.

**MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:**

Bachelor's Degree Required; Minimum Five Years Teaching Experience Required; Experience as an Instructional Coach Preferred. Level II Teaching License Required; Level III Preferred; Master's Degree or National Board Certification Preferred

**OTHER REQUIREMENTS:**

\*\*Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

**APPLICATION INSTRUCTIONS:**

Visit our website at [www.lagunaed.net](http://www.lagunaed.net); click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to [humanresources@lagunaed.net](mailto:humanresources@lagunaed.net):
  - LDoE Application – located on the LDoE website
  - Letter of Intent/Cover Letter
  - Resume
  - Copy of degree(s) and/or certificate(s)
  - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

# Pueblo of Laguna -- Department of Education

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## Job Description

**Job Title:** Instructional Coach  
**Department:** Laguna Department of Education  
**Reports To:** Principal

### SUMMARY

Under the direct supervision of the School Principal the Instructional Coach Provides professional development and support for teachers at both Laguna Elementary School and Laguna Middle School. This support will be targeted to improve student engagement; increase academic rigor and increase student academic achievement

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Design and implement professional development instructional improvement systems based on school and district goals

- Supports teachers in data analysis and tracking;
- Supports teacher teams to examine student work and respond with effective instructional strategies.
- Train teachers on high yield instructional strategies.
- Train teachers on strategies for increasing student engagement.
- Training teachers on curriculum mapping and backwards planning.
- Mentor new and Grow your Own teachers
  - Support teachers in passing certification requirements
- Facilitate functional PLC facilitation.
- Design face-to-face and online, content-based professional development for school. curricular programs and initiatives using best practices in adult learning theory.
- Deliver face-to-face content-based professional development that is differentiated and available in a variety of formats, platforms and times.
- Collaborate with the administration team to regularly gather feedback and analyze needs for PD across the schools.
- Co-plan PD for designated PD days with the Administration team.
- Ascertain and support PD needs/issues at the building level in each school.
- Evaluate and monitor all components of PD support including face-to face and online sessions.
- Provide assistance with report and grant writing.
- Provide assistance with school-wide testing.

### PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

- Extensive written and oral communication skills.
- Full understanding of current content in specified areas and pedagogy.
- Experience in creating professional development with a strong grasp of emotional, cognitive and motivational needs of adult learners.
- Experience in use of technology as an integrated instructional and professional learning

- component.
- Experience in professional development delivery in a variety of settings.
  - Ability to stay highly organized and to manage and prioritize multiple tasks simultaneously.
  - Strong initiative and ability to work autonomously with little direct supervision.
  - Reflective and flexible working style, with a strong desire to learn and accept new challenges.
  - Ability to work cooperatively and receive feedback from professional staff members.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree Required; Minimum Five Years Teaching Experience Required; Experience as an Instructional Coach Preferred. Level II Teaching License Required; Level III Preferred; Master's Degree or National Board Certification Preferred

### **COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS**

Basic word processing skills (i.e. Microsoft Office Systems) and desktop publishing skills required. Experience in use of multi-media equipment, such as data projectors, audio/video equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee is required to reach with hands and arms, talk and hear. The incumbent is occasionally required to stoop, kneel, crouch, or bend. Vision abilities required by this job include close and distance vision, and ability to adjust focus and to scan.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office and classroom environment and in close quarters with staff and students. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

***This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.***