

# **JOB DESCRIPTION**

## **Cumberland County School District**

### **Instructional Coach**

#### **Purpose Statement**

The job of a district-wide instructional coach was established for the purpose/s of assisting classroom teachers in the development of strategies, skills, tools, and techniques of effective teaching.

#### **Supervisory Controls**

Responsible to the Federal Programs Supervisor for the efficient and effective accomplishment of assigned tasks.

#### **Essential Functions**

- Develop, lead and participate in ongoing and job-embedded professional development for the purpose of improving student achievement
- Mentor, observe, and coach classroom teachers for the purpose of improving instruction
- Provide a variety of materials that demonstrate best practices
- Participate in appropriate professional meetings, conferences and in-services
- Aid in the selection of materials/supplies that address identified student academic weaknesses
- Assist in coordinating educational programs
- Demonstrate exemplary classroom practices
- Maintain a variety of manual and electronic files/records
- Analyzes school data for the purpose of making informed decisions reality to instructional practices

#### **Other Functions**

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

#### **Job Requirements: Minimum Qualifications**

- Ability to model effective instructional strategies.
- Must be able to communicate and conference with teachers regarding effective strategies and appropriate resources.
- Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, using pertinent software applications, and preparing and maintaining accurate records
- Ability to schedule and/or conduct activities, meetings or events
- Must perform technical tasks with the potential of upgrading skills in order to meet changing job conditions
- Work cooperatively with others, communicate with diverse groups, maintaining confidentiality and adapt to changing work priorities
- Such alternatives to qualifications, experience, and education as the Director of Schools may find appropriate and acceptable

#### **Responsibility**

- To efficiently support the instruction in grades K-12.
- To support the Federal Programs Supervisor and accomplish assigned tasks/missions

### **Working Environment**

- The work is performed primarily in buildings/facilities of the public school system. At times, the work is performed at Central Services in a training setting or in an office setting.
- The work is a combination of sedentary activities and active movements. Some lifting, walking, bending and driving are required.

### **Experience**

- Incumbent shall have at least five years of verified classroom teaching experience.
- Coach must demonstrate effectiveness in teaching.
- Coach must demonstrate experience in sharing instructional techniques and resources with other teachers.

### **Education**

Master's Degree preferred.

### **Requirement**

This is a certified position.

### **Clearances**

Criminal justice fingerprint/background clearance

Physical exam to meet health and physical requirements

### **Certificates and Licenses**

- Teacher's certification and/or license
- Obtain and maintain TEAM teacher evaluation certification

### **Continuing Education/Training**

Maintain Licensure