

Jordan School District  
**CERTIFICATED JOB DESCRIPTION**

Job Title: **Instructional Coach – Title I**

Department / Location: Educational Support Services Coordinator FLSA Classification: Exempt

Supervisors Title: Principal Contract: 184 + possible additional based upon school need

Department Approval: *Thomas Johnson* Date: 9-29-15

Admin. Curriculum Approval: *Thomas Johnson* Date: 9-29-15

ADA Review: *Junele Master* Date: 9-29-15

Human Resource Approval: *[Signature]* Date: 29 Sept 2015

Superintendent: *[Signature]* Date: 9/29/15

Original Date: 5/2009 Revised: 09/2015 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the direction of the individual school principals, and in coordination with the Educational Support Services Coordinator, the **Instructional Coach** will work collaboratively with individual teachers and grade level teams to design effective lesson plans, model instructional strategies, and provide appropriate feedback to classroom teachers. Instructional Coaches will analyze and use individual and team student data to promote increased student learning. Instructional Coaches will focus on individual and group professional learning that will expand and refine the understanding of research-based effective instruction for teachers to help increase student achievement.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- The instructional coach's primary function will be to provide personalized support to teachers in improving their Tier I instructional practices to support increased student achievement.
- Utilize the district coaching model to support teachers in job-embedded professional learning.
- Work collaboratively with principal and grade level teams to design effective lesson plans, model instructional strategies, and provide appropriate feedback to classroom teachers.
- Understand adult learning and how to work effectively with adults to monitor and improve their own practice.
- Work with the District Teacher Specialists in designing appropriate professional development for individual school and teacher needs.
- Provide support to teachers in analyzing student assessment data and developing appropriate instructional responses to individual students' needs.
- Assist teachers in aligning teaching with Utah core standards, curriculum, and assessments.
- Utilize technology effectively as a tool for instruction, assessment, engagement, and support for all aspects of teacher and student learning.

- Participate fully in ongoing professional development for coaches, including peer observations, professional research, reading, and inquiry sessions.
- Manage time and schedule flexibility to maximize opportunities for teacher professional development and coaching activities.
- Develop and maintain a confidential, positive, collegial relationship with teachers.
- Work positively toward meeting identified district and school improvement goals.
- Understand that portions of the job responsibilities may vary related to each building's individual needs, based on the school's Title I School-wide Improvement plan as directed by your school principal. This may include but not be limited to the following functions:
  - Title I compliance projects and record keeping
  - Parent involvement programs and data collection
  - Budget development and tracking
  - School improvement progress monitoring and data collection
  - Communication with the community on school improvement progress
  - Support before/after school and summer programs for targeted students
  - Direct intervention for targeted students
  - General supervision of paraprofessional staff

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
  - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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

- Requires a Bachelor's Degree in Education or related field.
- Preference given to those with ESL Endorsements, Master's Degree in Education or Social Work, and/or Behavior Specialist Certification.
- Minimum 3 years successful experience in a public school classroom teacher setting.
- Must exhibit excellent oral and written communication skills.
- Demonstrates knowledge of solid instructional practices at all elementary grade levels.
- Able to perform multi-task operations with high levels of self-monitoring and self-initiation.
- Effective collaboration, interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations.
- Is a self-initiated learner.
- Must demonstrate professionalism at all times.

- Candidates must have experience in at-risk student mentoring, school-wide behavior planning, working with community agencies to support student success, and increasing parent involvement and support in the public school.
- Highly experienced in supporting schools with the use of positive behavior supports for establishing school-wide behavior plans.
- Strong understanding of educational research and use of data to make programmatic and instructional decisions.
- Experience with supporting tiered intervention services in elementary schools.
- Teacher mentoring and/or coaching experience preferred.
- Proficient in the use of all Microsoft Office Suite applications.

**Machines, Tools & Equipment Used:**

- Standard office equipment, including phone, fax, computer, copier, etc.

**Physical Requirements – Not limited to the following:**

- Requires ability to lift a minimum ten pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

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| <ul style="list-style-type: none"><li>○ Physical ability to perform the essential functions listed above with or without reasonable accommodation.</li><li>○ Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.</li></ul> |
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**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*