



HARVEST BEST ACADEMY

Instructional Coach

Position Reports to: School Principal

Position Description:

The Instructional Coach will work as a colleague with classroom teachers to support student learning. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about researched-base effective instruction. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

Duties and Responsibilities:

- Demonstrate willingness to assume leadership positions.
- Demonstrate knowledge of researched-based instructional strategies that engage all students.
- Provide organized, individual and/or group learning opportunities for teachers as needed.
- Demonstrate knowledge using a variety of assessment tools.
- Demonstrate a thorough knowledge of curriculum and subject matter.
- Provide support in analyzing student assessment data.
- Assist teachers with designing instructional decisions based on assessment data.
- Assist teachers with specific classroom activities when requested.
- Provide support for classroom motivation and management strategies.
- Assist teachers in creating materials that are in alignment with curriculum.
- Monitor intervention programs by observing and meeting with teachers.
- Provide teachers Internet links related to instruction and curriculum.
- Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
- Provide assistance in researching instructional and/or curriculum issues.
- Model lessons when appropriate.
- Provide encouragement and emotional support to teachers.
- Encourage ongoing professional growth for all teachers.
- Manage time and schedule flexibility that maximizes teacher schedules and learning.
- Work positively toward meeting identified district and building improvement goals.
- Assist with development of district curriculum, instruction and assessments.
- Develop and maintain a confidential, collegial relationship with teachers.
- Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
- Obtain advance approval of the Principal/Director of Curriculum and Instruction for unique activities and expenditures.

- Attend workshops/conferences to learn about new innovative instructional strategies.
- Perform duties as assigned by the Principal and the Director of Curriculum and Instruction
- Provide Title 1 services for needed students.
- Assist with behaviors/Re-Entry Meetings with Behavior Interventionists
- Manage scheduling and logistics regarding school-wide testing
- Informally observe staff and provide feedback
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- Assist with professional development throughout year
- Support data teams
- Other duties as assigned

Qualifications:

- Master's degree preferred from an accredited college/university.
- Minimum of 3 years of successful teaching experience.
- Experience in researched-based instructional practices.
- Desire to continue career improvement

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.