

Sheffield City Schools
Job Description – Instructional Coach

POSITION TITLE: Instructional Coach

QUALIFICATIONS: Bachelor’s degree, or higher from an accredited institution. A valid Alabama State Professional Educators Certificate in one of the following areas: early childhood, elementary, or middle/secondary education. Must meet No Child Left Behind (NCLB) Highly Qualified (HQ) requirements at the above levels. Minimum of three years successful teaching experience. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To assist teachers in implementing targeted teaching practices selected to accelerate student achievement.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Works collaboratively with other members of the school faculty to implement, strengthen, and support instruction and intervention in grades K-12.
2. Demonstrates a high level of skill in coaching and instruction in all tiers of instruction.
3. Uses age-appropriate instructional strategies in all tiers of instruction to improve student achievement.
4. Works collaboratively with other members of the school faculty to monitor, analyze, and use data daily in all tiers of instruction to assist in making decisions for improved teaching and learning.
5. Plans and/or facilitates professional learning to improve instruction and student learning in grades K-12.
6. Utilizes a variety of coaching strategies to differentiate support (grade level, departmental and vertical team meetings; individual and peer coaching).
7. Uses a collaborative approach to determine, design, and deliver professional development.
8. Exhibits strong communication skills.
9. Demonstrates depth of content knowledge and a strong commitment to the improvement of teaching practices.
10. Participates in school co-curricular programs and district program improvement efforts.
11. Demonstrates a high degree of professionalism and ethics, and works cooperatively with the Board, the Superintendent, other administrators, board employees, parents, and students.
12. Implements professional learning plan and maintains proper certification.
13. Maintains accurate, complete and correct records as required by law, board policy and school principal and submits records and reports in a timely manner.
14. Models appropriate personal characteristics and work habits that are consistent with personal development goals established for students.
15. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
16. Implements and follows the Alabama Quality Teaching Standards developed by the Alabama State Department of Education.
17. Assumes responsibility to perform any other tasks assigned by the principal(s)

TERMS OF EMPLOYMENT: As assigned by the Board

SALARY: Salary in accordance with Board approved State Salary Schedule

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the Board’s policy on assessments and evaluations.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.