

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

INSTRUCTIONAL COACH, Other

QUALIFICATIONS

- Bachelor's Degree with a minimum of five (5) years successful K-12 teaching experience required, as evidenced by substantial learning gains, including work with at-risk students; Master's Degree preferred.
- ESOL Certification or Endorsement preferred.
- Strong background in needed subject instruction and teacher training required.
- Strong background in instruction, teacher training, and working with adult learners required. Strong background in instructional coaching practices and/or participation in trainings or institutes relates to instructional coaching preferred.
- Demonstrated success as a teacher with a strong background in instruction.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of district school improvement initiatives, including content standards, disciplinary literacy, effective instruction, and assessment practices.
- Strong knowledge base of working with adult learners.
- Extensive knowledge of reading process content area literacy strategies for student achievement.
- Knowledge of basic computer software and hardware, as related to assigned responsibilities.
- Knowledge of instructional programs used in the district and understanding of intervention scheduling, including the Multi-Tiered Systems of Support (MTSS).
- Knowledge of Federal, State and District policies and mandates.
- Ability to establish and maintain effective working relationships with teachers, administrators, district staff, and community.
- Strong interpersonal, oral communication, problem solving and organizational skills required to effectively facilitate coaching and staff development.
- Ability to support teams in the development of common assessments to inform instruction.
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations.
- Ability to facilitate on-site Lesson Study processes.

SUPERVISION

REPORTS TO Principal and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

To generate improved student achievement in relevant content areas by providing teachers and administrators with on-site, on-going professional development related to disciplinary literacy; modeling best practices; assisting teachers in analyzing student performance data for differentiated instruction; supporting school-wide progress; monitoring programs, content knowledge and resources, specifically aligned to content, and resulting in an increase in teaching and learning proficiency.

PERFORMANCE RESPONSIBILITIES

1. * Plan and implement professional development opportunities that are based on analysis of student performance indicators and are aligned with current research.
2. * Demonstrate and model best practices through large group, small group, or one-on-one activities.
3. * Coach instructional staff, which includes pre-conferencing with teachers, observing teachers, structuring activities with teachers that are designed to enhance instructional delivery in the classroom, and post-conferencing with teachers.
4. * Assist the Principal by helping to coordinate the school's screening, diagnostic, progress monitoring, and outcome assessment program.
5. * Research and recommend materials for purchase, train and assist with the implementation of instructional materials.
6. * Provide training in the administration and interpretation of formal and informal diagnostic and evaluation instruments.

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- 7. * Assist teachers in analyzing student data and developing action plans for differentiated instruction.
- 8. * Participate in Florida Department of Education required trainings and workshops, if available for content area.
- 9. * Participate in district-sponsored activities that include professional development designed to enhance the coaching model and regular coaching meetings.
- 10. * Maintain a schedule approved by the Principal and log of coaching activities that includes quarterly submission of coaching summaries to the Principal.
- 11. * Produce Federal, State and District reports, as required.
- 12. * Provide consultation to the Principal on the overall elements and operation of a successful content program.
- 13. Perform other duties as assigned by the Principal and/or Designee.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Reaching

Extending hand(s) and arm(s) in any direction.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

T **\$37,950 - \$73,750**
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35
Annual Hours 1372

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function Varies
Job Code 1101OC
Survey Code Varies

FLSA

Applicable
 Not applicable

BOARD APPROVED

June 11, 2013

ADA Information Provided by Lisa Shuford
Position Description Prepared by Lisa Shuford