

## **Instructional Coach – Elementary**

**Title:** Instructional Coach

**Reports to:** Building Principal

**Position Summary:** The Instructional Coach assists the Building Principals relative to the staff development needs of the schools. The primary areas of responsibility include, but are not limited to, the development and implementation of activities aimed at improving the instructional skills of teachers, aides, and other support staff.

### **Qualifications:**

1. New Jersey Teacher Certification;
2. Proven demonstrated excellence in planning, class management, instructional management, climate and community relations;
3. Strong written and oral communication skills; ability to effectively train staff;
4. Ability and willingness to model effective teaching strategies within the classroom by planning and executing well designed lessons;
5. Other qualifications as determined by the Superintendent of Schools

**Work Year:** 10 months

### **Duties:**

1. Under the direction of the building principal, work to achieve district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Work cooperatively and collectively with the building principals to ensure that instructional programs and services are administered uniformly and equitably.
3. Provide leadership in the achievement of core standards and district goals and objectives.
4. Assist in the implementation of the district's and school's professional development programs for the all building staff.
5. Provide support in coaching and modeling effective teaching strategies within the classroom by planning and executing well-designed lessons.
6. Participate in grade level, faculty and other meetings in order to maintain horizontal and vertical continuity and articulation of the instructional program.
7. Keep abreast of and interpret to the staff the current research in the area of curriculum development, teaching and learning.
8. Meet on a regular basis with teachers for the purpose of implementing curriculum through effective instruction.
9. Contribute to an effective school-based mentoring program for new staff.
10. Assume appropriate responsibility for student assessment and analysis in collaboration with the building principal.
11. Assume a leadership role in technology usage as applied to curriculum and assessment.
12. Attends required training sessions.
13. Demonstrate leadership in communicating with the school community.
14. Perform other duties as may be assigned by the building principal and/or the Superintendent of Schools.