

CAMPBELL COUNTY SCHOOLS

Certified Job Description

Revised March 2013

TITLE: INSTRUCTIONAL COACH

JOB CODE:

QUALIFICATIONS:

1. Valid Kentucky Teaching Certificate with at least four years of successful teaching experience
2. Master's Degree or higher
3. Demonstrated ability to communicate effectively with students, staff, parents and community
4. Evidence of teacher leadership

REPORTS TO: Associate Superintendent of Curriculum and Instruction

RESPONSIBILITIES:

1. Provide technical assistance and direct support to teachers in "best practice" strategies
2. Attend trainings, study, and research the most current educational methods appropriate to district and school initiatives
3. Assist in planning and designing in-service days for teachers and paraeducators at the building level and collaborate with the District Curriculum Department and Professional Development Coordinator for district level planning
4. Communicate district visions, initiatives, and fidelity to programs and initiatives with schools, parents, and the community with regard to the individual cultures of each building
5. Assist the principals in planning and initiating educational programs derived from needs for students or teachers
6. Assist in program evaluation/analysis at the building and district levels
7. Offer guidance, not responsibility, for school-wide initiatives (Program reviews, CSIP, Data Analysis)
8. Attend bi-weekly meetings with Teaching and Learning Leaders to analyze data, trends, and attend to vertical alignment opportunities
9. Serve with parents, faculty, and student groups as requested in advancing educational and related activities and objectives
10. Facilitate committee meetings and conduct professional development outside the normal school day and maintain flexibility to accommodate teacher needs and learning preferences
11. Demonstrate the skill to present professional development to teachers
12. Demonstrate proficient use of technology
13. Observe in classrooms and give specific feedback to teachers
14. Assist teachers in the process of differentiating instruction in classrooms for all students
15. Collaborate with teachers to provide quality instruction for gifted and talented students one fifth of the time spent in the building
16. Organize and coordinate independent learning opportunities for gifted and talented students

17. Assist with required identification process, infinite campus requirements, and committee organization for gifted and talented by coordinating work with school personnel
18. Inform parents of gifted and talented students about opportunities for enrichment
19. Work with school and district personnel to revise curriculum documents, develop units, common assessments, and career pathways opportunities
20. Additional instructional duties as assigned by Teaching and Learning Leaders and/or Associate Superintendent/Superintendent

TERMS OF EMPLOYMENT:

Work schedule to be established

Salary as established by the Board of Education