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**Elementary Instructional Coach**  
**Job Description**

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**Purpose:** The instructional coach will positively impact student achievement through the effective implementation of the school improvement plan. Working in strategic, collaborative partnerships, instructional coaches serve as advocates for continuous improvement by focusing on student outcomes and supporting teachers through job-embedded professional development.

**Responsible to:** Assistant Superintendent of Student Services, or designee

**Supervises:** N/A

**Payment rate:** Salary and benefits determined by Negotiated Agreement

**Qualifications:**

1. ~~Appropriate certification for the position.~~ [Bachelor's Degree from an accredited college/university.](#)
2. Minimum of three years successful experience in teaching and/or demonstrated qualities consistent with a master teacher.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

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**Essential Functions:**

1. Provide on-going professional development at a variety of levels: individual, grade level, school-wide, interest/study groups.
2. Provide instructional support through planning, modeling, co-teaching, and reflection.
3. Attend professional development and specified training to enhance knowledge and skills.
4. Observe student response to instruction, providing constructive feedback to staff.
5. Serve as an assessment resource.
6. Assist in the collection, analysis, and presentation of student assessment data.
7. Assist in the planning and implementation of standards-based curriculum.

8. Provide classroom support in the implementation of standards-based curriculum and best practices.
9. Assist in the organization, maintenance, and distribution of curricular materials.
10. Provide coordination and training of general education support staff to address learning needs of at-risk students.

~~11. Track progress of at-risk students/student improvement plans.~~

~~12.11.~~ \_\_\_\_\_ Assist the principal and school improvement team in the planning and implementation of the school's effort to increase student achievement in all areas.

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~~13.12.~~ \_\_\_\_\_ Meet regularly with the principals to assess needs and coordinate support activities.

13. Support ~~Title I~~ parent involvement related partnerships/activities in the schools.

14. Supports the identification, development, and implementation of professional learning of staff.

~~14.15.~~ \_\_\_\_\_

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**Physical Requirements/Environmental Conditions:**

~~1.~~ \_\_\_\_\_ Must occasionally work in noisy and crowded environments, with numerous interruptions.

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1. Sit and/or stand for prolonged periods.
2. Ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions, and locations.
4. May require some physical exertion.
5. Work in noisy and crowded environments, with numerous interruptions.
6. Requires regular attendance and/or physical presence at the job.

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**General Responsibilities:**

1. ~~Ability to w~~Work cooperatively with all segments of the school community.
2. ~~Ability to l~~Lead group processes with small and large groups of learners at all ages.
3. ~~Ability to k~~Keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
4. ~~Ability to i~~Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

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- 5. Keep records and student, family, employee information confidential.
  - 6. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor or Division of Children and Families.
- 4.

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~~5.7. Ability to p~~ Perform other tasks and assume other responsibilities as assigned by the Assistant Superintendent of Student Services, or designee.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

5/2/06

**Revised:**

3/24/09

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