



## **JOB DESCRIPTION: Secondary Instructional Coach**

### **Qualifications:**

1. Fluency in English and Spanish language
2. Experience organizing and presenting staff development and/or parent education workshops
3. Strong ability to analyze and utilize student and teacher data (MAP, PSAT, SAT, AP, formative assessments, performance tasks)
4. Results-based teaching experience with standards-based assessment and UbD planning
5. Professional commitment to enhance, build and promote student, self and adult learning

**Interfaces with:** Teachers, Administrators, Parents, Counselors, Students

**Job Goal:** The Instructional Coach is a critical lever in improving student achievement. The role of the coach is to build teacher capacity and their understanding of instructional practices. An instructional coach is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. The Secondary Instructional Coach works in conjunction with the Leadership Team. Instructional coaches will promote reflective practice, provide guidance and structure where needed, focus on asset-based collaboration, and address common issues of concern. They are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching, and providing feedback to teachers.

The instructional coach provides leadership for teachers by planning, collaborating, organizing, mentoring, and facilitating change to improve the instructional program

- Provide support and assistance to all secondary classroom teachers in the skillful implementation of research-based, best practice strategies.
- Monitor and review all unit plans to ensure that essential skills are strategically taught and students progress through the curriculum with an emphasis on mastery of relevant standards.
- Conduct demonstration lessons to ensure that all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed.
- Assist teachers in building an interactive classroom environment focused on the content and learning strategies embedded in inquiry-based unit plans.



Schedule, organize, and facilitate collaborative team meetings to assist in the analysis and utilization of assessment data (formative, summative) to improve student achievement and establish goals for improved instruction.

- Establish and model guidelines with the department chairs and professional learning communities to effectively facilitate team meetings following a prepared agenda, identified action steps and outcomes to ensure the use of core learning skills in addition to ensuring appropriate student progress through the subject curriculum.
- Conduct classroom observations and provide “next-step” support for all teachers.
- Monitor preparation and pacing of instruction to ensure mastery of relevant standards.

Serve as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students, including English language learners, students enrolled in the Learning Support Program, and students with diverse learning needs.

- Explore and assist in the implementation of effective intervention resources and strategies.
- Collaborate with the Leadership Team in planning for all schools’ success in order to assess program implementation and future professional development needs.

Assist teams with the consistent use of a structured planning framework to deliver lessons that reflect explicit planning to address students' differing levels, skills and learning styles, while incorporating technology, materials, and activities to create a highly-engaging experience for students.

- Assist department chairs and teachers with using a structured framework to deliberately plan for engaging lessons that accommodate the differing levels of all students
- Assist teachers to ensure that all tasks and activities assigned to students are interesting, relevant, scaffolded, engaging, and matched to the appropriate challenge level for students.
- Assisting the administration and department chairs with the cycle of lesson observations and constructive one-on-one feedback to teachers resulting in action planning targeting teacher development and improved student achievement.

Assist teams with their understanding of student achievement goals consistent with school expectations and available baseline and historical testing data.



- Analyze all assessment data with the team in order to create individual student and/or teacher intervention plans.
- Assist teams with planning and preparing for appropriate, effective, and timely administration of standardized tests.
- Assist teams with identifying, planning, and undertaking appropriate "next steps teaching" for groups of students as indicated by the assessment process.
- Embed norm-referenced and criterion-referenced test expectations and formats into regular daily instruction and assessment.