Job Description

Title: District Instructional Coach
FLSA Status: Exempt
Classification: Certified Teacher
Immediate Supervisor: Associate Superintendent for Educational Services

Job Summary: The district instructional coach will be a highly qualified educator who is knowledgeable about curriculum and instruction and is able to increase student learning by fostering instructional excellence throughout the building. The coach will engage in the delivery of professional development, including observing teachers, coaching and modeling instructional and assessment strategies, and providing feedback that ensures effective instruction and student learning.

Hiring Specifications:

Education
- Bachelors degree in education
- Completion of graduate work in curriculum and instruction and evidence of implementation (preferred)

Certification
- Iowa teaching certification

Experience
- 5 or more years of successful elementary classroom teaching experience

Skills, Knowledge & Abilities
- Knowledge of curriculum and instruction at multiple grade levels (preferred)
- Strong knowledge of Waterloo Community School District reading and mathematics curriculum
- Evidence of professional learning and implementation of best practice strategies and/or programs
- Commitment to and willingness to continue learning in the areas of curriculum, assessment, instructional strategies and learning strategies
- Familiarity with Iowa Core Curriculum
- Ability to work collaboratively with colleagues, including experience in leading/facilitating committees or teams
- Demonstrable initiative working independently and with groups
- Excellent written and oral communication skills
- Evidence of ability to organize and analyze data (formative, interim and standardized) to make instructional/implementation decisions
- Organizational and planning skills for setting short and long range goals and for coordinating efforts for timely accomplishment of those goals
- Strong interpersonal skills
- Proficient in problem solving
- Willingness to perform a variety of tasks
- Willingness to collaborate with district-level and school-level staff
- Excellent record of attendance

Technology Requirements
- Word processing skills
• Excel skills
• PowerPoint skills
• Web navigation skills
• E-mail management skills
• Computer network knowledge applicable to the position
• Knowledge of computer-related storage devices
• Knowledge of educational copyright laws
• Knowledge of computer security expectations

Supervision of Others:
• N/A

Personal Contacts:
• All district teaching staff and administrators
• AEA personnel

Job Duties:

1. Conducts observations and provides appropriate coaching, modeling, and feedback on the implementation of instruction (with an emphasis on literacy and math instruction) that meets district-wide expectations.
2. Assists building staff with the gathering, examination and analysis of formative and summative assessment data to identify learning concerns for individual students and groups of students. Provides instructional support that is responsive to the identified needs of students.
3. Assists district staff with the gathering, examination and analysis of formative and summative implementation data to identify concerns for individual teachers and groups of teachers. Provides coaching support that is responsive to the identified needs of staff.
4. Assists district staff and principals in monitoring and documenting instruction and assessment status and progress of new teachers and/or teachers with identified needs.
5. In collaboration with the curriculum directors and director of professional development, facilitates, trains, and supports building instructional coaches on the coaching model.
6. Assists in professional development around the Iowa Core, including follow-up observations in the classrooms.
7. Keeps current on researched based instructional strategies and best practices with an emphasis n student engagement and learning. Distributes information to the educational services team.
8. Provides professional development, as needed and requested by the associate superintendent for educational services and/or building administrators.
9. Completes other duties as assigned.
Physical Requirements:

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<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<td>F. Reaching</td>
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<td>G. Climbing/Stairs</td>
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<td>Extremes in temp/humidity</td>
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Terms of Employment:  Teaching contract with extended day (8.5 hours/day) and extended year (217 days per year).

Date Last Revised:  10/12/11