



Job Title: Instructional Coach

Job Family: Certified

Pay Program: Certified

Typical Work Year: Teacher contract plus assigned extended days

Reports to: Building Principal and/or Director of Curriculum and Instruction

SUMMARY: The Instructional Coach will work as a colleague with classroom teachers to support and improve student learning. The Instructional coach will provide individual and group professional development that will expand and refine the understanding about evidence-based effective instruction. In order to meet this purpose, the Instructional coach will provide personalized support that is based on the goals and identified needs of individual teachers.

ESSENTIAL FUNCTIONS AND GENERAL RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Functions:	Frequency	% of time
Support the mission and vision of Dallas Center-Grimes Schools	Daily	Ongoing
Facilitate the intellectual and professional development of teachers with a focus on improving student achievement	Daily	40%
Create positive relationships with teachers and administrators	Daily	Ongoing
Develop and maintain a confidential, collegial relationship with teachers	Daily	Ongoing
Communicate and model evidence-based instructional practices that result in increased student performance	Daily	Ongoing
Provide individualized, classroom-based coaching with participants to support them in implementing good instructional practices	Daily	40%
Teach and/or Co-Teach in a classroom on a regular basis	Daily	Depends upon Assignment
Assist teachers and teams with instructional decisions based on assessment data	Daily	10%
Help ensure the implementation of district approved curriculum	Daily	10%

WORK EXPERIENCE:

- Prefer five years of successful teaching experience
- Experience developing and delivering effective professional development
- Experience as a successful member of a Professional Learning Community
- Knowledge and experience in technology integration in the classroom

SPECIFIC TRAINING/SKILLS:

- Demonstrates a strong understanding of professional learning communities and effective instructional strategies.
- Evidence of effective leadership skills.
- Demonstrates ability and desire to maintain positive relationships with all staff.
- Receptiveness to learning and implementing new ideas and strategies.
- Possesses a sense of vision, involves others in accomplishing goals and solving problems, and interacts with diverse groups to include teachers, administrators and students.
- Demonstrates skills in data analysis and making informed instructional decisions.

EDUCATION/CERTIFICATION:

- Master's Degree preferred
- Appropriate Iowa State Teaching Certification
- Hold a current driver's license
- Criminal Background check for hire

TECHNICAL SKILLS/REASONING ABILITIES:

- Demonstrated ability to work with adult learners.
- Demonstrated ability to use appropriate technology to retrieve, develop, process, store and present data.
- Demonstrated appropriate software skill levels to allow for word processing, spreadsheet development, construct presentations and telecommunications skills.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to define problems, and collect data, establish facts and draw valid conclusions, while leading a group of problem solvers.
- Ability to interpret an extensive variety of technical instruction and manipulate abstract and concrete variables.
- Ability to maintain a high degree of confidentiality within and outside the school district and work collegially with all staff members.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Normal office equipment such as personal computer, printer, copier, fax, phone system, email

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Principal and Director of Curriculum and Instruction	

PHYSICAL REQUIREMENTS & ENVIRONMENT CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands & arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	

Up to 100 pounds		X		
More than 100 pounds		X		

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives		X		
Risk of radiation		X		
Vibration		X		

Vision Demands:	Required
No special vision requirements	X
Color vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and

responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Updated 12/22/14