

Township of Union Public Schools

Job Title: Elementary Instructional Coach

Qualifications: Valid New Jersey Standard Instructional Certificate

- 1. Minimum of five (5) years satisfactory teaching experience grades K-4. Hold a NJ ELA content area certification.**
- 2. Experience in data assessment protocols and statistical analysis**
- 3. Ability to provide professional growth and staff development opportunities.**
- 4. Thorough knowledge of Professional Learning Communities (PLC) process and Response to Intervention Tiers (RTI)**
- 5. Thorough knowledge of educational technology**
- 6. Strong interpersonal, communication and organizational skills**
- 7. Available and able to attend mandatory training sessions.**

The Instructional Coach will play a critical role in improving student performance by developing and fostering a positive learning environment. The Instructional Coach will provide ongoing and embedded support to teachers through an unbiased view and assist teachers and teams to reflect on their work to raise student achievement. The coach will support decision making, planning, and carrying out instructional strategies, responding to data and improving the effectiveness of teams. In addition, coaches will seek out resources to assist teachers and teams in their classrooms by working closely as a unit through the implementation of new best practices and ideas. To fulfill these expectations, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers and in support of district, school, and department goals.

PERFORMANCE RESPONSIBILITIES

- Engage collaboratively in the school-wide and district-wide efforts to build a shared vision and supportive culture and identify common goals.
- Communicate and demonstrate research-based instructional practices that result in increased student performance and improve the classroom environment.
- Assist with establishing a school environment that supports the social, emotional, and learning needs of all students.
- Participates actively as part of the school team, giving feedback on practices examining student work, analyzing data from multiple sources, making decisions to improve students' learning.
- Work positively toward meeting identified district, department and building improvement goals.
- Encourage professional growth and provide organized, individual and/or group learning opportunities for teachers.
- Create positive relationships with teachers and administrators which facilitates the intellectual and professional development of teachers.
- Manage time and schedule flexibility that maximizes teacher schedules and learning.
- Assist with development of district curriculum, instruction and assessments and work with staff to develop units and unpack NJSLS.
- Attend workshops/conferences to learn about new innovative instructional strategies that engage all students.

- Ability to facilitate meetings and professional development opportunities.
- Excellent verbal and written communication skills.
- Maintain a log of coaching activities and areas of focus.
- Communicate with department supervisors and building administrators related to areas of staff development and growth.
- Demonstrate a thorough knowledge of curriculum and subject matter.
- Provide professional growth and staff development opportunities.
- Facilitate the intellectual and professional development of teachers.
- Assist teachers with designing instructional decisions based on assessment data.
- Assist teachers in creating materials that are in alignment with curriculum, NJSLS, and culturally responsive practices.
- Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
- Support, implement and assess various instructional programs and program effects on student achievement.
- Provide support for classroom motivation and management strategies.
- Monitor intervention programs and student progress by observing and meeting with teachers.
- Model lessons when appropriate.
- Participate in grade level meetings and lead vertical articulation to reinforce development scope and sequence.
- Support and share best practices with teachers.
- Attend common planning/PLC meetings.
- Assist with evaluating students, identifying gaps and practice shortfalls, and recommending interventions to promote student growth and development.
- Plan how to achieve student learning goals, choosing appropriate strategies, resources, and materials to differentiate instruction for individuals and groups of students, allowing for multiple ways to demonstrate knowledge and skills.
- Perform such additional duties and activities Administration may find appropriate and acceptable to promote the success and growth of both staff and students.

TERMS OF EMPLOYMENT:

PERSONAL EVALUTION: Based on performance and responsibilities identified in this position description and other criteria listed in Board policies.

APPROVED BY:

DATE: