

INSTRUCTIONAL COACH

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Department:	Educational Learning Centers
Reports To:	Regional Director of Educational Learning Centers
Group/FLSA Status:	CSA/Exempt
Revised:	4/11/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Instructional Coach plays an important role in the development of SWWC educator supports. The Instructional Coach is a point of contact for the educator that provides support in the areas of classroom management, curriculum, instructional strategies, student supports and other aspects of concern. The Instructional Coach will participate in continuous professional development, as outlined by the New Teacher Center, which is designed to deliver evidence based processes to support the educator in acquiring effective instructional strategies and professional goals.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Promote growth and development of educator(s) to improve student learning;
- Ability to collaborate and maintain confidential relationships with administrators and educators;
- Enhance educators' planning, instruction, and content knowledge;
- Responsible for meeting with and supporting assigned educators for the agreed-upon time frame;
- Acts as a resource and guide;
- Work closely with the agency staff through phone contact, personal conferences and group meetings;
- Significant travel required;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Enthusiastic and optimistic about education;
- Effective communication and listening skills;
- Willingness to engage in formative assessment processes, including non-evaluative, reflective conversations with educators using evidence of classroom practice and student learning;
- Serves all students in a fair and equitable manner;
- Ability to adapt instruction to meet the needs of students;
- Dedication to collaboration in professional learning communities;
- Use both formative and summative assessments and uses data obtained from assessments to adapt instruction;
- Proficient in maintaining and managing regular communication and documentation.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Minimum of 5 years of work in an educational setting;
- Willingness to work additional time outside of the regular instructional day and attend continuous professional development sessions;
- Excellent oral, written and technology skills;
- Demonstrate mastery of pedagogical and subject matter skills;
- Strong interpersonal and communication skills;
- Strong understanding and application of mentoring and coaching best practices, skills and strategies.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Licensure from Department of Education;
- Valid Driver's License;
- Must have completed, or be willing to complete New Teacher Center Instructional Coach Training requirements.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under limited supervision of the Regional Director of Educational Learning Centers;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- May serve more than one school district;
- Business travel is required;
- Work may require long hours including early morning and evening activities;
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.