

Job Description

Job Title: Instructional Coach, PK-1

Supervisor: Instructional Supervisor, PK-1

Pay Grade: Lead Teacher Pay Scale

Job Classification: Exempt

Contract Length: 202 Days

Job Summary

Position is responsible for coaching, supporting, and guiding teachers in best practices for early childhood, PK-1, primary instruction. This position coaches teachers, models lessons, co-teaches, collaboratively plans, provides feedback to teachers, and conducts professional development.

Essential Duties

1. Coaches and supports teachers in planning, delivering, and assessing quality primary elementary instruction.
2. Plans, models, and co-teaches effective lessons with teachers.
3. Support includes frequent classroom visits, observing instruction to assess need, planning for instruction, modeling, co-teaching, consulting, guided reflection, and supportive and specific feedback to teachers as needed.
4. Assists teachers with classroom organization, materials procurement, and learning activities that support learning targets and objectives.
5. Participates and observes the planning process and the instruction that follows, and provides supportive and specific feedback and suggestions.
6. Collaborates regularly with Instructional Supervisor and PK-1 Curriculum Team to address areas of greatest need.
7. Analyzes data to establish goals, and monitor improvement in identified schools and develops concrete steps within the school, content area, or classroom to address identified needs.
8. Assists teachers in analyzing data to guide instruction.
9. Assists teachers in determining what students know and are ready to learn next, as well as planning other checks for understanding.
10. Attends and participates in PK-1 curriculum chats.
11. Assists curriculum writing teams and PK-1 Instructional Supervisor in the revision and development of curriculum.
12. Attends and participates in professional development to improve and maintain knowledge of content, instructional strategies, coaching skills, and adult learning theory.
13. Develops and conducts professional development for teachers regarding instructional strategies, best practices, and specific instructional topics at school and district level.
14. Maintains detailed logs of support provided to schools.
15. Models nondiscriminatory practices in all activities.

Other Duties

1. Keeps abreast of developments, research, and technology in the areas of instructional best practices in early childhood instruction.
2. Performs any other related duties as assigned by the PK-1 Instructional Supervisor or appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s or Master’s degree with an endorsement in Secondary English. Must be eligible for, or in possession of an appropriate Virginia teaching license. Must possess at least 3-5 years of PK/First Step or primary school teaching experience with demonstrated success. Must demonstrate evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of PK-1 curriculum and instructional best practices. Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies. Must demonstrate evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, administrators, and students.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assigned Staff

Supervision Received: Elementary Instructional Supervisor PK-1

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Coach, PK-1, will be required to follow any other instructions and to perform any other related duties as assigned by the Elementary PK-1 Instructional Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____