

**West Salem School District
Job Description**

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| Position Title: | Instructional Coach | |
| Qualifications: | Teaching certification | |
| Department: | West Salem School District Office | |
| Reports To: | Curriculum Director/Building principal | |
| Prepared By: | Nancy Burns | Date: |
| Approved By: | Board of Education | Date: February 26, 2007 |

I. Summary:

To work with the Curriculum Director and other instructional coaches in the planning, organizing, articulating and evaluating the West Salem School District K-12 curricular and instructional program with a focus on the integration of technology, standards based curriculum, ongoing assessments, and the differentiation of curriculum to meet the needs of Gifted and Talented as well as all other categories of students and to provide coaching to the instructional staff and sustained, research based, staff development to focus on the promotion of success for each student.

II. Essential Duties and Responsibilities:

- A. Work a majority of the time with teachers and students individually and/or in a classroom setting.
- B. Coordinate district academic assessments within the building assigned.
- C. Collate and present assessment results (including WKCE assessments) to the administration staff, board, parents and community.
- D. Assist the Curriculum Director to plan, attend and present at district, board and administrative data retreats.
- E. Ensure that Gifted and Talented Students are identified, and documentation regarding curriculum integration activities that occur each year is maintained.
- F. Provide research-based staff development activities, materials and resources focused on inclusion, the integration of differentiated instruction, and technology instruction for students of all abilities to teachers.
- G. Coordinate literacy activities within the building assigned.
- H. Work under the direction of the Curriculum Director to plan and teach at the districts professional development academies and in-services.
- I. Serve as assigned to Curriculum Committees to analyze new course offerings, textbook and materials adoptions.
- J. Serve as a resource to the building leadership team.
- K. Perform all such other duties as assigned by the curriculum director or principal.
- L. Be knowledgeable of and follow all district policies.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

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.

A. Education and/or Experience

Demonstrated knowledge in curriculum development, standards and assessments, differentiation of instruction and technology integration. Masters degree preferred, with a minimum of five (5) years of successful teaching experience, current knowledge of assessments practices, standards and benchmarks and ability to link achievement results to program enhancement and curriculum differentiation.

- B. Certificates, Licenses, Registrations:**
Hold a current Wisconsin DPI teaching license in a core curriculum area (math, reading, English, Social Studies or Science, or 1-8). Maintain updated First Aid, CPR and AED certification and hold a current driver's license.
- C. Language Skills:**
Ability to read, analyze and interpret educational research and professional journals. Ability to take meeting notes, writes drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and or community members.
- D. Mathematical Skills:**
Ability to read and develop electronically charts, graphs and spreadsheets.
- E. Reasoning Ability:**
1. Ability to define problems, collect data, establish facts and draw valid conclusions, while leading a group of problems solvers.
 2. Ability to interpret an extensive variety of technical instruction and manipulate abstract and concrete variables.
 3. Ability to maintain a high degree of confidentiality within and outside the school district and work collegially with all staff members
- F. Technology Skills:**
1. Demonstrated ability to use appropriate technology to retrieve, develop, process, store, and present data.
 2. Demonstrated appropriate software skill levels to allow for word processing, spreadsheet development, construct PowerPoint presentations and telecommunication skills.
- G. Physical Demands:**
1. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- H. Work Environment:**
The work environment is primarily in a K-12 classroom environment, which typically includes moderate noise from students and computers and other technology. Work is occasionally performed outdoors in a variety of weather conditions as well as 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

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.