



School Based Instructional Coach

Purpose Statement

The job of School Based Instructional Coach is done for the purpose/s of providing leadership for district professional development; mentoring and training teachers in order to increase content knowledge and to improve instruction; building school instructional capacity in order to meet the learning needs of all students; serving as an instructional advisor to administrators; and improving student achievement.

This job is distinguished from similar jobs by the following characteristics: A three-year position with the option to re-apply for a second, three-year term. If the position ends for any reason other than unsatisfactory performance, the employee will return to a position similar to the position held prior to appointment. While it is not guaranteed, concerted effort will be made to return the employee to a position equivalent to the position held prior to the appointment. This position is non-supervisory.

This job reports to School Principal

Essential Functions

Assists with the coordination of standardized testing (e.g. scheduling rooms, training school staff of testing protocols, proctoring exams, manage testing documents, etc.) for the purpose of maintaining fairness and integrity to the testing process and optimum student performance.

Assists school administrators with district and school-based initiatives and programs for the purpose of ensuring successful implementation and regular monitoring of stated objectives, goals, and benchmarks.

Assists school staff in professional development activities for the purpose of increasing professional learning for educators.

Assists administrators with the school-based and district-based professional development for the purpose of aligned and effective instruction for students.

Assists teachers and administrators in understanding the Utah Core Standards and District Essentials for the purpose of ensuring teacher knowledge of mandated teaching standards.

Attends facilitator meetings, university partnership training and events, and other training and meetings as assigned for the purpose of improving instruction and maintaining strong relationships with community and university partners.

Attends work regularly to fulfill duties specific to the assignment for the purpose of for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Coaches teachers in all aspects of the profession to improve teacher and student performance (e.g. modeling, co-teaching, data collecting and analyzing, feedback, etc.) for the purpose of improving instruction to students.

Collaborate with school administration and other stakeholders on a regular basis for the purpose of sharing data, coordinating efforts, planning interventions, etc. to improve student academic proficiency.

Collaborates with district staff for the purpose of ensuring alignment to district goals and objectives.

Collaborates with university partnership staff to guide, mentor, and support interns, new teachers, and pre-service educators in clinical supervision efforts for the purpose of meeting stated goals of the partnership in supporting high quality learning opportunities in a professional setting.

Collects, records, and analyzes a wide variety of data for the purpose of making informed decisions and improving student learning.

Develops and maintains productive relationships with instructional staff for the purpose of maximizing instructional improvement.

Mentors teachers of all levels for the purpose of improving educator performance, increasing student learning, and retaining new teachers.

Participates in professional development activities for the purpose of increasing one's own professional learning and job training.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Promotes school and District goals and Improvement Plans for the purpose of informing and aligning instructional and organizational approaches.

Supports school principal with Tier 2 instructional plan for the purpose of supporting student learning based on student performance data and formative assessment in a strategic and deliberate manner across all grade levels and departments.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; traveling to multiple work locations; contributing to and following goals and action plans; communicating (orally and in writing) with proficiency, clarity, and respect; leading groups in learning, discussions, trainings, etc.; organizing schedules, materials, and tasks; ability to analyze tasks; ability to model teaching; proficiency with multiple technologies (i.e., computer devices, digital whiteboards, education software); ability to plan for effective instruction, motivate teachers and to work with a variety of people and groups.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: understanding of Utah Core Standards, District Essentials, District Curriculum Notebooks, District-adopted curricular programs, District-set goals, research on evidence-supported instructional practices (including best practices for students who are economically disadvantaged, English learners, and academically advanced).

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: data collection, analysis, and management; communication with persons of varied educational and cultural backgrounds; working with both individuals and teams; dealing with frequent interruptions; meeting deadlines and schedules; being a collaborate member of the coaching team; setting priorities; scheduling multiple activities; adjusting to varied assignments; flexibility in working with others; and operating standards office equipment including software applications.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. This job is

performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Current Professional Educator License
Designated Subject Matter Endorsement

Continuing Educ. / Training:

Maintains Certificates and/or Licenses
Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

2/14/2024

Salary Grade

Lane 1