



Human Resources Management

**TITLE:** Teacher Leadership Compensation (TLC) Instructional Coach

**POSITION INVENTORY:** C 52

**DEPARTMENTS:** Office of Academics

**FLSA STATUS:** Exempt

**REPORTS TO:** Chief Academic Officer

**FT/PT:** FT

**BASIC FUNCTION:** Instructional Coaches support job-embedded professional development through collaborative and individual learning cycles, which provide a structure for gradually releasing teachers to learn new skills independently. Instructional Coaches engage in co-planning, modeling, and co-teaching lessons; as well as observing, providing feedback, and coaching classroom instruction. Instructional Coaches support implementation of district initiatives directed at strengthening core instruction through the common language of effective teaching practices articulated in the Instructional Framework. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the Office of Academics.

#### **ESSENTIAL FUNCTIONS:**

1. Facilitate teachers' understanding and implementation of the Iowa Common Core Standards and the Instructional Framework by developing and executing Collaborative and Individual Learning Cycles.
2. Collaborate with teachers to develop growth plans, which include goals and measures of success, to drive learning cycles.
3. Utilize coaching tools to support teacher growth and development.
4. Support teachers' achievement of goals by using coaching strategies that gradually release responsibility for implementing instructional practices to the teacher.
5. Support teachers in the analysis of instructional practice through ongoing classroom observations, data analysis, examination of student work, coaching, and feedback.
6. Support teachers through the collection of evidence regarding instructional practice and provide clear and direct feedback to teachers based on analysis of practice.
7. Develop teachers' capacity to collect and analyze multiple sources of data to improve instruction and student learning.
8. Foster collaboration and teacher leadership.
9. Participate actively on the School Leadership Team.
10. Attends all District Professional Development meetings on a regular and consistent basis.
11. Communicates regularly with the principal.
12. Attends work on a prompt and regular basis.
13. Maintains confidentiality.
14. Maintains satisfactory and harmonious working relationships with the public, students, and other employees.
15. Assists with other duties as may be assigned.

#### **HIRING SPECIFICATIONS:**

##### **Required:**

1. Iowa teaching license.
2. At least three years of teaching experience with at least one year of teaching experience with the Des Moines Public Schools.
3. Demonstrated record of exceptional teaching skills as reflected in the learning levels of students.
4. Knowledge of current trends in professional development and education best practices.
5. Exceptional communication skills, including oral, written, and presentation skills.
6. Effective interpersonal and collaborative skills.
7. Competency working in a culturally diverse environment or the willingness to acquire these skills.

##### **Desired:**

1. Master's degree, preferably in effective teaching or adult learning/facilitation.

## **2. Experience and knowledge of designing, presenting, and facilitating adult learning experiences**

## **PHYSICAL DEMANDS:**

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking				X
C.	Sitting				X
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling			X	
F.	Climbing/Stairs			X	
G.	Driving			X	
H.	Lifting (# 25 lbs.)			X	
I.	Carrying (# 25 feet)				
J.	Manual Dexterity Tasks				
	Telephone				X
	Computer				X
	Other				X
K.	Working Conditions				
	Inside				X
	Outside				X
	Extremes of Temperature/Humidity			X	

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Department Supervisor Signature

### Title

Date

\*Human Resources Executive Director

Date

\*This job description is subject to approval by Human Resources Management.