



JOB DESCRIPTION

JOB TITLE: Lead Instructional Coach

Position Type: Certified	Department: Administrative Leadership Services
Salary Schedule: Certified	Reports to: Administrative Leadership Services or Organizational Improvement Administration
Salary Range:	Location: District Office
Term of Employment: 10 months	Date: April 9, 2024
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

The Lead Instructional Coach is responsible for overseeing and providing training for instructional coaches across various schools within the district. The primary objective of this positions is to ensure instructional coaches are equipped with the necessary tools, resources, and knowledge to effectively support teachers in improving instructional practices and student outcomes. The lead coach will collaborate closely with school administrators, district leaders, and other stakeholders to develop and implement coaching programs that align with district goals and priorities.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Develop and implement a comprehensive coaching program that aligns with the district's Strategic Plan, specifically with a focus on Excellence in Student Learning.
- Provide ongoing training and professional development opportunities for instructional coaches to enhance their coaching skills, pedagogical knowledge, and understanding of best practices in teaching and learning.
- Collaborate with school administrators and instructional coaches to assess instructional needs, identify areas for improvement, and develop targeted coaching plans for teachers.
- Conduct regular observations and evaluations of instructional coaching sessions to ensure quality and effectiveness, providing constructive feedback and support to coaches as needed.
- Analyze data related to student achievement, teacher performance, and instructional practices to inform coaching strategies and interventions aimed at improving student outcomes.
- Foster a culture of collaboration and continuous learning among instructional coaches, teachers, and school leaders by facilitating regular meetings, workshops, and professional learning communities.
- Stay informed about current trends, research, and innovations in education and coaching to integrate cutting-edge practices and strategies into the coaching program.

- Serve as a liaison between instructional coaches, district leadership, and external stakeholders to communicate goals, progress, and challenges related to the coaching program.
- Develop and manage budgets, resources, and materials necessary for the effective implementation of the coaching program.
- Advocate for the role of instructional coaching in enhancing teaching quality, student engagement, and overall school success, both internally within the district and externally with parents, community members, and educational partners.

QUALIFICATIONS:

- Minimum of 5 years of experience as a classroom teacher, instructional coach, or education leader with some previous experience in a Title I school(s)
- Demonstrated success in coaching, mentoring, or supervising educators to improve instructional practices and student outcomes.
- Strong understanding of adult learning theory, coaching models, and best practices in professional development.
- Excellent communication, interpersonal, and leadership skills.
- Proficiency in data analysis, assessment, and instructional technology tools.
- Ability to work collaboratively with diverse stakeholders in a dynamic educational environment

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have the ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a proficient knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.

- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies and time lines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of accurate information through both oral and written communication.
- Demonstrates collaborative problem solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Must have and maintain a valid Arizona driver's license.

EDUCATION AND/OR EXPERIENCE:

- Experience working with teacher prep programs.
- Effective leadership and instructional coaching experience.
- Professional development facilitation.
- Must have a Bachelor's degree (BA/BS) in Education or related field from a four-year college or university.
- Experience working with special education, early childhood and general education teachers.
- Must be properly certified.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret professional periodicals and journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.