

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### TEACHER, INSTRUCTIONAL COACH

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge child development and especially of characteristics of children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of varied learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with District philosophy, goals, and objectives.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Assist teachers in organizing what they need to plan and carry out curriculum planning using the WMS CIM model; i.e.: SSS, Grade Expectations, item analysis of standards tested.
- \*(2) Help develop and provide resources for teachers to use in the WMS CIM process.
- \*(3) Organize and chair weekly data meetings, maintain notes, and distribute within 3 days of the meeting.
- \*(4) Continuously update and maintain AYP Target group adding progress monitoring data as it becomes available for dissemination during data meetings.
- \*(5) Assist teacher individually who need additional help with their curriculum planning so that their plans become standard with the school-wide CIM process.
- \*(6) Coordinate and post current A YP status reports/charts so that teachers can see progress of the non-A YP sub groups.
- \*(7) Help lead discussions of proven research based programs that work that can be effectively integrated into the school.
- \*(8) Lead book studies with teams of staff.
- \*(9) Coordinate, train and lead peer facilitators; students who work in the academic classrooms helping teachers and working with low performing students on skill development.
- \*(10) Ability to work in a constant state of alertness and safe manner.

TEACHER, Instructional Coach (Continued) ,

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

'Essential Performance Responsibilities

**Job Description Supplement Code 10**

**Board Approved 06/03/2008**

**Revised Board Approval 04/11/2017**