

JOB DESCRIPTION FOR INSTRUCTIONAL COACH **Blackwater Community School**

Job Title: Instructional Coach (K-5)

Reports To: Principal/Superintendent

FLSA Status: Exempt

Overview: This position serves an important leadership role by acting as mentor and teacher to the classroom teachers and support staff, and liaison with the external technical support provider and consultants. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about researched-base effective instruction. In order to meet this purpose, the Instructional Coach provides personalized support that is based on the goals and identified needs of individual teachers. The Coach also serves as a resource for the administration of assessments and the interpretation of the data gathered, and as the facilitator of peer study teams. The Instructional coach is expected to work on 80/20-time ratio during the instructional day, thereby spending 80% of the days' time in classrooms and remaining 20% of the time in completing the paperwork/documentation.

Certificates, Licenses, Registrations

Valid Arizona DPS Fingerprint Clearance Card

Ability to Pass National Criminal Background Screen

Arizona State Certified in K-5 or K-8 or K-12

Must be fully vaccinated for Covid-19 prior to Starting job

Must meet ESSA & ESEA Highly Qualified Requirements

Education and/or Experience

Minimum Bachelor's degree but Master's degree is preferred with Reading and Math as major focus, plus five years' classroom teaching experience in Reading/Math curricula; or equivalent combination of education and experience. Demonstrated experience in researched-based instructional practices. Demonstrated knowledge of Arizona's College and Career Ready Standards. Supervisory experience in elementary education and experience with Native American school systems with emphasis in grant schools preferred.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Facilitates the intellectual and professional development of teachers.
- Serves as a resource for the administration of assessments and the interpretation of the data gathered.
- Works 80/20-time ratio during the instructional day spending 80% of the days' time in classrooms.
- Conducts duties and responsibilities in accordance with the Board of Trustee's approved Policies and Procedures, Personnel Manual and other reporting policies and procedures of the Tribe, State, and Federal Government.
- Provides & coordinates on-site/off-site professional development, mentoring, coaching, and staff support.
- Supports implementation of a high-quality Reading/Math program as approved by the Board and Administration that is scientifically based and research integrated.
- Presents programs in a coherent instructional design.

- Communicates and demonstrates researched-based instructional practices that result in increased student performance.
- Functions as an integral part of the School-based leadership team and works closely with the external academic consultants to plan professional development.
- Provides model lessons and parts of lessons from the core and intensive intervention program used by the School.
- Facilitates peer study groups.
- Plans and conducts Reading/Math staff meetings and workshops.
- Assists in establishing exemplary classroom practices with teachers and intensive intervention teachers.
- Procures needed instructional materials for all teachers.
- Monitors student progress and assists in determining remedies, regrouping needs and program changes needed for students who are not making adequate progress.
- Frequently communicates with the Principal/Superintendent regarding students and instructional staff needing additional assistance.
- Responsible for the collection, interpretation, and reporting of data to administration, staff and School Board.
- Assists in administering assessments and using assessment data to make instructional decisions.
- Assists in determining appropriate instructional methodologies for students experiencing difficulties in learning the content.
- Discusses and shares successful strategies based on the contemporary teaching and learning research in the area of Math and ELA.
- Systematically works through implementation problems and helps develop the solutions.
- Assists teachers in evaluating methods and materials; developing effective learning plans and classroom management techniques.
- Assists in the planning and implementation of a systematic method of supervising the instructional program through the use of walk-throughs, observations, documentations, and follow-up conferences.
- Provides organized, individual and / or group learning opportunities for teachers as needed.
- Provides support to teachers in analyzing student assessment data.
- Assists teachers with designing instructional decisions based on assessment data.
- Assists teachers with specific classroom activities when requested.
- Provides support for classroom motivation and management strategies.
- Assists teachers in creating materials that are in alignment with curriculum.
- Reacts to change productively.
- Designs and closely monitors effective intervention programs.
- Assists with the development and implementation of an effective staff development program.

- Instructs and supports teachers with curriculum software products, and classroom / curriculum/instructional technology.
- Manages time and schedule flexibility that maximizes teacher schedules and learning.
- Assists with the development of School wide curriculum, instruction and assessments.
- Assists in identifying and writing grants to enhance School goals.
- Attends workshops / conferences to learn about new innovative instructional strategies.
- Keeps informed of the latest trends in Education, scientific and research-based core areas curriculum, and best practices in teaching and learning
- Utilizes initiative and proactive orientation for fulfilling performance responsibilities and seeking solutions to problems and concerns.
- Prepares required reports and maintain all appropriate records.
- Models and maintains high standards of professional conduct.
- Sets high standards and expectations for self, others, and the School.
- Performs as a Teacher to meet School needs as directed by the Principal.
- Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishments.
- Attends all School sponsored events.
- Strives to maintain a positive working environment for all staff and provides recognition for tasks well done.
- Fosters an environment where staff and faculty work cooperatively together and hold each other accountable to reach high levels of student achievement
- Performs other duties as assigned by the supervisor(s).

Supervisory Responsibilities

This position has no supervisory responsibilities.

Skills and Abilities: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and use reason even when dealing with emotional topics.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Ability to effectively present information and respond to questions from groups of managers, students, and the general public.

- Ability to write clearly and informatively, present numerical data effectively, read and interpret written information.
- Skill to understand business implications of decisions and aligns work with strategic goals.
- Ability to meet challenges with resourcefulness and generates suggestions for improving work
- Ability to manage instructional and administrative responsibilities through appropriate planning, organizing, staffing and direction.
- Ability to apply feedback to improve performance and monitor own work to ensure quality.
- Ability to be professional by approaching others in a tactful manner and treat others with respect and consideration regardless of their status or position.
- Ability to react well under pressure.
- Ability to perform with accuracy and thoroughness.
- Ability to take independent action and calculated risks, and willingness to undertake self-development activities.
- Ability to work within approved budget and conserve organizational resources.
- Skill in prioritizing and planning work activities, use time efficiently, set goals and objectives.
- Ability to organize or schedule other people and their tasks.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.
- Ability to exhibit confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Proficient knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.
- Must exhibit sensitivity and respect for Gila River Indian Community language, culture, history, traditions, and people.
- Conducts duties and responsibilities in accordance with the BWCS Board of Trustee's approved Policies and Procedures, Personnel manual and other reporting policies and procedures of the tribe, state, and federal government.

Physical Demands

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.

While performing the duties of this job, the employee is frequently required to stand; walk up to 250 yards; sit and talk or hear. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment

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.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature

Date