



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Instructional Coach (Teacher on Special Assignment)	Department: Teaching & Learning
Immediate Supervisor's Position Title: Director of Teaching and Learning	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Teaching and Learning, the Instructional Coach (Teacher on Special Assignment) is responsible to serve as an exemplary teacher and instructional leader who coaches colleagues by conferencing, observing, evaluating, and providing substantive feedback. The Instructional Coach assists colleagues in the development of individual professional development growth plans designed to improve performance on specifically identified standards and elements.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">• Teacher Observations, Evaluations, and Individual Professional Growth Plans<ul style="list-style-type: none">a) Conducts teacher observations and evaluations, provides feedback, and supports teachers in the improvement of instructional practices.b) Assists teachers in the development of individual professional growth plans to improve performance in student achievement and student engagement.c) Supports teachers in implementing professional practices to ensure instruction meets standards identified in the ISD 110 adopted standards and learning targets, research-based instructional strategies, and student achievement and engagement goals.d) Holds regular meetings with individual teachers to monitor professional development plans and serves as a resource for providing materials, ideas, and suggestions for achieving goals.e) Assists teachers in analyzing student achievement data and ways to use results for instructional planning, goals, and/or professional development training.f) Provides release time for teachers who would benefit from the professional development opportunity to observe another colleague.g) Maintains complete files of observations including evaluations, notes, and pre and post-observation materials.• Instructional Leadership<ul style="list-style-type: none">a) Coordinates the D110 Mentor Program to ensure support for new teachers and provide the best instructional and learning environment for students.b) Work closely with, and provides support and resources to classroom teachers in planning for enrichment and differentiation in the instructional setting.c) Makes recommendations to the district leadership for staff development opportunities based on observed instructional needs.d) Supports professional learning communities through analysis of student performance and other guided discussion activities.• Staff Development (Professional Learning Communities, Building-Level, District-Wide)<ul style="list-style-type: none">a) Assists Director of Teaching and Learning in facilitation of district-wide staff development opportunities.

<ul style="list-style-type: none"> b) Makes recommendations to the district leadership for staff development opportunities based on observed instructional needs.
<ul style="list-style-type: none"> Performs other duties as assigned. Communicates the district’s educational vision and philosophy to the employees, students, parents, and community. Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
<ul style="list-style-type: none"> Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:									
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)							
	Less than high school diploma	Master’s Degree required.							
	High school diploma or GED	Major field of study or degree emphasis: Education and relevant instructional subject area(s).							
	<table border="1"> <tr> <td>1 year college</td> <td></td> <td>2 years college</td> </tr> <tr> <td>3 years college</td> <td></td> <td>4 years college</td> </tr> </table>			1 year college		2 years college	3 years college		4 years college
1 year college				2 years college					
3 years college				4 years college					
	Bachelor’s Degree	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Knowledge of principles and practices of effective, research-based instruction sufficient to analyze, communicate, and assess elements of the teaching process; Knowledge of differentiated instructions, behavior management, classroom management, data driven decision-making; technology integration, and effective instructional strategies to use with diverse learners; Knowledge of effective professional development to support both individual teacher and faculty needs; Knowledge of child development theories and development stages and needs; Knowledge of current trends, theories and technologies pertaining to learning and instruction; Knowledge of assessment procedures and techniques, test construction and evaluation methods; Knowledge of the Minnesota Government Data Practices and the Family Education Rights and Privacy Acts to ensure adherence to all legal requirements; Knowledge of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases); Knowledge of instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district. 							
x	Master’s Degree								
	Doctorate								

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Required Work Experience in Addition to Formal Education/Training: Minimum of five (5) years teaching experience.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Teaching license issued by the Minnesota Department of Education. Valid Minnesota driver's license and evidence of mobility.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Utilizing instructional strategies to facilitate learning across all content areas; • Planning and delivering effective instruction; • Evaluating instruction and providing feedback in a constructive and respectful manner; • Promoting strong student learning outcomes; • Establishing and maintaining trustful, confidential, and supportive relationships with teachers to help develop them as professionals; • Encouraging multiple perspectives and resolving conflicts; • Communicating clearly and concisely, both orally and in writing; • Presenting complex concepts in an understandable and appropriate manner; • Analyzing and interpreting student testing or other statistical data; • Presenting information and responding to questions from individuals and groups; • Working with technology and technological systems; • Establishing and maintaining professional and courteous working relationships with staff, colleagues, students, parents, vendors, and the public; • Organizing, self-directing, and managing time; • Performing duties with awareness of all district policies.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		0
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs			X	
Walk		X			Up to 25 lbs	X			
Sit		X		X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.	
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

Classification History: Job description created by ISD 110 Human Resources 2.2014. Updated 4.2017. Updated 2.2020.
