**Maury County Schools**

**District-Level Instructional Coach**

**Responsibilities**

1. Coaches and mentors classroom teachers in effective practices. (ICER 2b)
2. Works with teachers individually, in collaborative teams, and/or with departments, providing practical support on a full range of instructional strategies (ICER 2a, 2b, 3a).
3. Serves as a content advisor to teachers and administrators. (ICER 1c)
4. Conducts school visits with teachers using side-by-side coaching model.
5. Conducts regular meetings with classroom teachers to examine student work and monitor progress in order to support teacher reflection and action. (ICER 1c, 2a)
6. Conducts demonstration lessons for teachers, teams of teachers, grade levels, or departments utilizing the gradual release model. Endorses district curriculum and pacing guides. (ICER 1b, 1d, 2b, 3c)
7. Assists with horizontal and vertical continuity and articulation of standards at the school and district level. Assists teachers with planning, sequencing, and scaffolding of instruction. (ICER 1b, 1d)
8. Develops specific lesson plans with teachers, using a variety of techniques, including lectures, projects, exhibits, field trips, audiovisual and library resources, computers, and the Internet.  Assists classroom teachers with planning of lessons and implementing state standards and best practices. (ICER 1d, 2b, 3a, 3d)
9. Assists teachers in organizing classroom and selecting appropriate and meaningful materials for effective instruction. (ICER 1d, 3d)
10. Develops and maintains weekly schedules to support teachers. (ICER 2a)
11. Works closely with school administration to develop school and teacher support plans. (ICER 1c, 2a, 2c)
12. Maintains accurate and consistent documentation of school visits, professional development opportunities and individual coaching sessions. Engages in reflective practices, while seeking feedback from teachers, administrators, and others. (ICER 2a, 3e, 4a, 4b)
13. Reviews a variety of student assessment data to ensure continuous improvement in measurable student performance and achievement.  Assists teachers in disaggregating and analyzing district and state assessment data to help guide instructional decisions. (ICER1b, ICER 1c, 2a, 4b)
14. Uses assessment data to assist teachers and administrators with placement of students in appropriate instructional or intervention groups. (ICER1c)
15. Plans and presents school-based and system-wide professional learning sessions for professional personnel. Provides follow-up by supporting and coaching teachers in the use of the presented strategies in their classrooms. (ICER 1b, 1d,3b, 3c)
16. Helps improve instruction by engaging teachers in intensive professional development and promotion of a school-based professional learning community. (ICER 1d, 3b, 3c)
17. Participates in faculty meetings, professional development, educational conferences and other activities that promote professional growth and student achievement. (ICER 1d)
18. Works collaboratively with administrators, faculty, staff, and district instructional leaders. (ICER1c, 2a, 2c, 3a, 4b)
19. Maintains confidentiality. (ICER 2a, 4f)
20. Encourages learning, growth and achievement and demonstrates life-long learning of best practices. (ICER 1c, 1d)
21. Establishes positive rapport with administration and staff. (ICER 2a, 2c)
22. Attends and participates in all required meetings.
23. Attends all summer professional learning sessions. Continues professional growth and strengthens professional teaching, knowledge, skills and strategies through an ongoing program of workshops, seminars, conferences and/or advance course work. Displays extensive knowledge and expertise in coaching specialty area and assumes a leadership role in district level activities. (ICER 1a, 1d, 4d, 4e)
24. Performs other duties as assigned.

**Knowledge/Education/Experience:**

* Minimum of a bachelor’s degree with certification as specified by state and federal standards for the teaching position held.  Master’s degree is preferred.
* Minimum of five (5) years of successful teaching experience required.
* Experience in facilitating professional learning preferred.
* Previous experience working with a district coach is preferred.

**Skills/Qualifications:**

* Maintains appropriate licensure and acknowledges that continued employment with the Maury County Public School is contingent upon providing required documentation to validate licensure in a timely manner.
* Implements district, state, and federal policies, regulations, and laws.
* Communicates through the proper channels to keep appropriate personnel informed of impending problems or events of unusual nature.
* Attends work and arrives to work on time.
* Adheres to the Teacher Code of Ethics as defined by Tennessee Law
* Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members.
* Knowledgeable about formative and diagnostic assessments and research based instructional practices.
* Deep understanding of best practices for teaching.
* Use computers and other technology to enter and access information related to essential job functions.
* Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
* May operate a motor vehicle to conduct various work activities.

**Education Requirement**  
  
Bachelor's Degree  
5 Years Teaching Experience