

**TITLE:** Elementary Instructional Coach, K-5

**QUALIFICATIONS:**

1. CT State Certification (Elementary, K-5 or 1-6) required;
2. Mathematics certification strongly preferred
3. Strong background in research-based instructional practices
4. Strong background in differentiated instruction and the ability to program for all students
5. Strong background in curricular content including elementary literacy, mathematics, science and social studies and ability to support instructional practices within these subject areas
6. Knowledge of effective instructional strategies, assessment tools and researched based “best practices”
7. Experience with administering assessments, data collection and analysis of students’ various stages of growth and development
8. Ability to use data to assess, monitor, and improve teaching and student performance
9. Excellent collaboration, interpersonal and communication skills – including written and verbal
10. Ability to prepare and present professional learning opportunities
11. Experience in revising, implementing and evaluating curriculum
12. Ability to integrate technology into the learning environment for both staff and for students, including the ability to maximize use of district software programs
13. Ability to lead, inspire, support and motivate; must be positive, trustworthy and committed to promoting district’s and the school’s vision, mission and goals
14. Self-motivated individual with the ability to work independently and collaboratively - ability to bring new ideas to the team
15. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Supervisor of Curriculum and Accountability

**JOB GOAL:** The Elementary Instructional Coach K-5 will provide on-going coaching to promote solid Tier 1 instructional practices and to support the professional growth of each certified teacher.

He/She will work collaboratively with assigned grade level teams/individual teachers to review common strengths and areas of need in regards to the team’s overall level of knowledge and implementation of research-based instructional practice strategies. The Instructional Coach will guide members of the grade level team/individual teachers to focus on instructional practices based on students’ academic, attendance and behavioral data.

The Instructional Coach will set up co-planning conference times, in-class visit times and post-visit debriefing times with each grade level team/individual teachers. The Instructional Coach may also model instructional strategies by co-planning and demonstrating strategies with students.

The Instructional Coach K-5 will utilize student data to plan coaching sessions for staff and to best meet the needs of all students. He/She will be responsible for providing professional learning opportunities and for communicating information about research-based best practices and instructional resources throughout the year. He/She will also work to support the goals of the building Principal and Central Office Supervisors; which include assisting with the implementation of the School's Improvement Plan (SIP).

## **PERFORMANCE RESPONSIBILITIES:**

### **Instruction:**

1. Assists teachers with planning solid Tier 1 lessons which are differentiated and aligned to all students' needs
2. Assists teachers with curriculum pacing, mapping, and the implementation and analysis of formative/summative assessments and results
3. Leads collaborative conversations around student data, teaching and learning
4. Maintains visibility in classrooms daily, coaching, observing, co-teaching and/or working directly with students as necessary
5. Researches and provides instructional resources for teachers

### **Professional Development:**

1. Provides a variety of professional learning opportunities on Tier 1 instructional practices
2. May provide district-wide or school based professional learning opportunities
3. Regularly communicates research, articles and recommended resources with all

### **Other:**

1. Assumes such other responsibilities as may be delegated or assigned by the Supervisor of Curriculum and Accountability

## **TERMS OF EMPLOYMENT:**

Per Meriden Federation of Teachers Contract

## **EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Staff.