



TREYNOR COMMUNITY SCHOOLS

Position: Instructional Coach 6-12

Stipend: \$5000

Total Number of Personnel: 1

Days Beyond Contract: 5

Reports to: Building principals

Job Description - The Instructional Coach will work directly with staff to increase teacher capacity and impact student learning through student-centered coaching.

Primary duties include:

- Demonstrate high yielding instructional practices.
- Lead instructional meetings.
- Increase the instructional capacity of teachers in math, reading, student engagement, classroom management, assessment and planning.
- Coordinate instructional practices to align to the Iowa Core and the Iowa Teaching Standards and Criteria.
- Provide resources as needed to educators.
- Manage the school-wide assessments and data for monitoring instructional practices.
- Facilitate collaborative meetings and keeps records.
- Support instruction and learning through the use of technology.
- Collaborate with the Building Leadership Team and Principals to assure the implementation and evaluation of the building leadership plan.
- Conduct formal and informal student-centered coaching cycles for middle and high school teachers.
- Provide support in planning and executing the ISASP testing.
- Provide additional support to elementary teachers as requested.

Expectations Include:

- Manage and update data walls
- Perform duties and attend meetings as a member of the 6-12 SAT Team.
- Complete, share and post a weekly schedule.
- Provide documentation of duties performed using district forms.
- Establish and maintain a system of ongoing communication with teachers.
- Attend leadership meetings, as needed, with all TLC Leadership positions.

March 2023

- Meet weekly or biweekly with the K-5 Instructional Coach.
- Meet weekly or biweekly with building principal(s).
- Participate in trainings designed to build professional skills and knowledge needed for success as an Instructional Coach.
- Lead the TCSD Mentoring and Induction Program for 6th-12th grade teachers.
- Promote the expectations of the school district in a positive way.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____