



TREYNOR COMMUNITY SCHOOLS

Position: Instructional Coach PK-5

Stipend: \$6500

Number of Personnel: 1 FTE (could be a shared position)

Days Beyond Contract: 7 (56 hours)

Reports to: Building principal

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.
- Collaborates with the Building Leadership Team and Principal to assure the implementation and evaluation of the building leadership plan.
- Conduct formal and informal coaching cycles using the Diane Sweeney Model with elementary teachers.
- Provide support in planning and executing the FAST and ISASP testing.
- Provide additional support for middle and high school teachers as requested.

Expectations Include:

- Manage and update data walls
- Perform duties and attend meetings as a member of the PK-5 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.
- Meet monthly with the 6-12 Instructional Coach.
- Meet weekly or biweekly with building principal.

- Help to develop, present and implement school-wide Professional Development.
- 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 PK-5th 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:** _____