

WINOOSKI SCHOOL DISTRICT
Job Description: INSTRUCTIONAL COACH

Date Approved/Updated: April 27, 2021

Location: District wide

Job Group: Educator

Reports To: Director of Curriculum and Learning and/or Principal(s)

Summary of Position Responsibilities: The Instructional Coach will work as a colleague with classroom teachers to support student learning and growth towards the Winooski Proficiency Based Graduation Requirements. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about researched-based student centered, personalized and proficiency-based effective instruction. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

Essential Duties and Responsibilities

1. Support and advance the vision for Proficiency Based Graduation Requirements.
2. Facilitate the intellectual and professional development of teachers.
3. Communicate and demonstrate researched-based instructional practices that result in increased student performance.
4. Communicate effectively with all members of the school district and community.
5. React to change productively and handle other tasks as assigned.
6. Support the value of demonstrations/expositions of learning, proficiency-based education, and personalized pathways to graduation.
7. Standing member of the Elementary and Winooski Middle-High School leadership teams.
8. Demonstrate knowledge of researched-based instructional strategies that engage all students.
9. Provide organized, individual and/or group learning opportunities for teachers as needed.
10. Demonstrate a thorough knowledge of curriculum, expositions of learning, proficiency, and personalized learning.
11. Provide support in analyzing student assessment data.
12. Assist teachers with designing instruction and making decisions based on assessment data.
13. Assist teachers with specific classroom activities or model lessons when appropriate.
14. Provide support for classroom motivation and management strategies.
15. Assist teachers in creating materials that are in alignment with graduate expectations, proficiency, and personalization.
16. Provide teachers with resources related to instruction and curriculum.
17. Provide assistance in researching instructional and/or curriculum issues.
18. Encourage ongoing professional growth for all teachers.
19. Work positively toward meeting identified district and building improvement goals.
20. Assist with development of district curriculum, instruction and assessments.
21. Attend workshops/conferences to learn about new innovative instructional strategies.
22. Showcase Winooski's work toward graduate expectations, proficiency, and personalization, to external groups and individuals, as appropriate.
23. Support administration in implementation of vision.
24. Perform other duties and responsibilities as assigned by the supervisor.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Supervisory Responsibilities include: Training, planning, assigning, and directing work.

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor’s and Master’s Degree in Education or related area. Teaching experience.

Certificates, Licenses, Registrations: Holds Vermont teaching license.

Language Skills: Ability to read, analyze, and interpret information from professional journals, state forms, legal documents, testing and assessment data. Ability to respond concisely and accurately to inquiries, questions and complaints from students, parents, colleagues, advocates, and community members. Ability to effectively present information related to job responsibilities to administrators, public groups, community members and School Board.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply math concepts such as fractions, percentage, ratios and proportions and to use basic formulas.

Reasoning Ability: Ability to predict, define, analyze, solve and facilitate solutions to practical and applied problems in various environments that relate to areas of responsibility.

Other Skills and Abilities: Other qualifications as determined appropriate by the Board of School Trustees and the Vermont Agency of Education.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- F Standing F Walking F Sitting F Lifting F Carrying F Pushing
- F Pulling F Climbing F Balancing F Stooping F Kneeling O Crawling
- F Crouching F Reaching F Handling F Fingering F Feeling C Talking
- C Hearing C Far Vision C Near Vision C Color Vision F Depth Perception C Repetitive Motion
- C Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i> XX	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

<input type="checkbox"/> _O_ Exposure to weather	<input type="checkbox"/> _O_ Extreme heat	<input type="checkbox"/> _O_ Extreme cold	<input type="checkbox"/> _F_ Noise	<input type="checkbox"/> _O_ Dust, vapors, fumes
<input type="checkbox"/> _C_ Time constraints	<input type="checkbox"/> _C_ Public contact	<input type="checkbox"/> _C_ Deadlines	<input type="checkbox"/> _F_ Travel	<input type="checkbox"/> _C_ Inside work

Terms of Employment: Per Collective Bargaining Agreement, State and Federal Statutes and Board Policies.

Compensation: As per Collective Bargaining Agreement.

Evaluation: Performance of this job will be evaluated in accordance with Procedure WSD201.