

## LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

**JOB TITLE:** Instructional Coach

**JOB GOAL:** Improve student achievement by providing support to classroom teachers and support personnel in the implementation of research-based effective instructional practices.

**REPORTS TO:** Director of Teaching and Learning and Building Principal

**QUALIFICATIONS:** Illinois Teaching Certification.  
Read, understand and follow verbal and written directions.  
Utilize applicable technology to support performance responsibilities.

### DUTIES AND RESPONSIBILITIES:

#### General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

#### Specific

1. Demonstrate a knowledge of Common Core Standards and Illinois State Standards as well as best-practice research.
2. Plan and carry out model academic lessons within a co-teaching environment.
3. Be familiar with and support teachers in the integration of technology in the delivery of curriculum.
4. Identify trends in curriculum, teaching strategies and other educational areas and translate them into actionable instructional activities.
5. Demonstrate an ability in the use of a variety of instructional techniques and methodologies.
6. Create learning resources for teachers, students, and staff.
7. Understanding of adult learners and demonstrate an ability to motivate and teach adults in a variety of instructional settings.
8. Promote a collaborative relationship with fellow teachers.
9. Execute goals and strategies aligned with the district's mission and vision along with the Advancing Differentiation plan.
10. Attend building staff meetings and applicable in-service professional development programs.
11. Provide support and assistance to all classroom teachers in the full and skillful implementation of the district's adopted curriculum.
12. Conduct demonstration lessons to insure that all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed.
13. Assist teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the district goals.
14. Explore and assist in the implementation of effective Tier 1 intervention resources and strategies.
15. Conduct non-evaluative classroom observations and provide "next-step" support for all teachers.
16. Serve as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students including English learners, students enrolled in Special Education Programs, and students with diverse learning needs.
17. Assist teachers in preparation and pacing of instruction.
18. Provide classroom support to allow teachers to observe in other classrooms, assess students and collaborate.
19. Assist in the use assessment data (formative, summative) to improve student achievement.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

**EVALUATION:** Performance in this position will be evaluated (annually, twice annually, or at least every two years in accordance with the provisions of the applicable policies of the district.

**TERMS OF EMPLOYMENT:** Length of contract, salary, and benefits as established by the Collective Bargaining Agreement.