

SERIES 500 – PERSONNEL

Professional Staff Policies – 530

Job Description of the Instructional Coach (531.5)

Basic Function

It shall be the basic function of an Instructional Coach in the Norwalk-Ontario-Wilton School District to provide the knowledge and skills necessary to teachers employed at Norwalk-Ontario-Wilton Elementary School and/or Brookwood Jr. & Sr. High School. The Instructional Coach is an integral part of the education process. The role of the Instructional Coach is to work with teachers, collaborate with them on instruction, sharing a variety of effective practices and strategies that are designed to improve student learning outcomes and achievement.

Qualifications

- Current DPI license appropriate for area of instructional coaching.
- Minimum of a Bachelor's degree from an accredited college or university.

Reports to and Evaluated by:

- Building Principal

Performance Responsibilities

- Stay up-to-date on all instructional “best” practices supported by data and research.
- Meet with teachers individually or in their professional learning community, establishing instructional goals (action plan) and work toward instructional improvement.
- Work with teachers in the areas of behavior, content knowledge, direct instruction and formative assessment.
- Observe instruction of teachers and offer feedback at the teacher's request.
- Model best practices in the classroom.
- Team-teach with teachers.
- Collaborate with teachers on best practices for the classroom and intervention practices.
- Offer professional development.
- Educator Effectiveness mentoring.
- Sit on school improvement committee.
- Assist teachers in the creation and design resources for classrooms as requested by teachers.
- Attend data meetings.
- Allow teachers time to observe in other classrooms.
- Work with the Building Principal for school improvement.
- Work with new staff as an instructional mentor.

Performance Methods

The Instructional Coach will work with teachers in the following manner:

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- Observe teacher lessons and offer feedback.
- Model/demo or co-teach a lesson.
- Meet to discuss/provide resources for behavior management or engagement strategies, differentiation, group work, etc.....
- Collaborate in planning for a formal lesson observation for an entire unit.
- Assist with revising lesson activities or assessments.

Relationship with the Building Principal

The Instructional Coach is not an administrative position and therefore does not evaluate, or give any evaluative data to the Building Principal on Teacher performance. The Building Principal will receive a copy of individual teacher instructional goals at the beginning of the school year, and will receive a copy of a completed action plan once it is approved by the individual teacher.

The Building Principal, during classroom visits and classroom evaluations, will expect to see, in action, the goals that are being worked on between the Teacher and Instructional Coach.

Evaluation

The evaluation of the Instructional Coach will be done annually, prior to May 15, by the Building Principal. The person employed in the position will be evaluated on the duties outlined in this policy, and general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Building Principal may write a narrative, or use a rank-order scale to evaluate how the employee is performing each task listed. If a rank-order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

The Instructional Coach will be given an opportunity to write responses to any comments made by the Building Principal on the evaluation. The Instructional Coach must, within five business days after receiving the evaluation; return a signed copy of the evaluation along with any written responses or request a meeting with the Building Principal.

Approved: May 16, 2016