

**School: Instructional Coach:**

**District Expectations/Responsibilities (80-85%) 32-34 hours/week**

* Attend all Instructional Coach meetings.
* Deliver district professional development in the area of formative assessment (CASA), comprehension strategies, vocabulary, and common core/essential standards.
* Establish and maintain effective professional relationships with administrative and school personnel.
* Co-teach, model lessons, and provide meaningful instructional support to classroom teachers.
* Serve as school based AIG contact (obtain AIG certification if not currently certified).
* Act as a positive liaison for teachers and administrators.
* Serve as contact for district and school level formative assessments, when assigned.
* Assist the Central Office Curriculum Staff and other administrative personnel in the planning, implementing, and evaluating of district professional development.
* Prepare and organize educational materials for professional development activities.
* Assist in the development and analysis of professional development needs assessments.
* Train and support administrators and instructional personnel with current research based instructional practices and assessment procedures.
* Monitor the instructional practices and assessment procedures as follow-up activities to professional development.
* Support implementation of instructional best practices and system curriculum initiatives through demonstration lessons, coaching, and professional development trainings.
* Train instructional personnel to compile and analyze student performance data.
* Participate in PLC/CASA Planning Meetings, PLC/CASA Data Meetings and Grade Level/Content Meetings.
* Check/monitor assessment folders.
* Assist with system wide curriculum activities to be determined by the Assistant Superintendent-Curriculum & Instruction. Activities may include; science fair, textbook adoption, etc.
* Ensure that appropriate intervention programs are available to students functioning below the proficient level.
* Assist with the completion of reports required by the federal, state, and local educational departments.
* Meet regularly with the school administrator to review all information to be presented to the instructional staff.
* Attend local, state, and national professional development.

**School Expectations/Responsibilities (15-20%) 6-8 hours/week**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructional Coach/Literacy Coach/Academic Coach Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Personnel Date