



Kalamazoo Regional Educational Service Agency Job Description

Job Title:	Instructional Coach
Department/Program:	Special Education
Reports To:	Program Director
FLSA Status:	Exempt
Prepared By:	Human Resources TZ
Approved By:	N/A
Prepared Date:	07/2013
Last Revised Date:	07/2013

Summary: Models and teaches evidence-based instructional strategies to teachers, support staff and paraprofessionals and utilizes student data to drive improvement that results in greater student achievement

Essential Duties and Responsibilities:

- Ability to work well with people; demonstrate and maintain productive and positive interpersonal skills
- Must remain knowledgeable about current and past research in content areas and other pedagogies relevant to the coaching role
- Must develop deep content and pedagogical knowledge in the evidence-based intervention use
- Identifies school teaching and learning needs, barriers and weaknesses by analyzing student data and organizing and implementing problem-solving actions with teachers
- Knowledge and experience using a coaching process with other teachers
- Ability to manage multiple projects effectively
- Ability to manage time and schedules flexibly in a way that maximizes teacher learning
- Ability to work with teams to develop goals for improving student achievement
- Demonstrated teacher leadership skills
- Facilitates school-based professional development working with teachers and staff in teams or individually to refine their knowledge and skills (e.g. in-class coaching, observing, modeling of instructional strategies, developing lesson plans with teachers, supporting data analysis, etc.).
- Builds and maintains confidential relationships with teachers
- Monitors instructional effectiveness and student progress using tools and strategies gained through professional development
- Meets regularly with PLC teams and administration to report on instructional practices while also planning the next steps for student and school improvement
- Provide professional development on best practices in literacy instruction across the curriculum as it relates to a student population with significant special needs
- Coordinate the requests for change in placement and state assessments
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Roles of the Instructional Coach

Classroom Supporter: Increase the quality and effectiveness of classroom instruction. Assist with planning lessons with teachers, observe in classrooms, model lessons, co-teach, debrief with teachers, analyze student work, measure work against standards, give specific feedback, develop coaching plans, and coach follow up lessons.

Instructional Specialist: Align instruction with curriculum to meet the needs of all students. Assist teachers to use formative assessment to guide instructional planning, recommend instructional strategies appropriate for learner needs, and differentiate instruction. Assist teachers to connect the rituals and routines of instruction with the school discipline plan.

Curriculum Specialist: Ensure implementation of adopted curriculum. Assist teachers in implementing the Common Core State Standards, adhere to the learning schedule, and provide expertise in blending content knowledge with the workshop model. Use alignment tools (Teaching Framework, Best Practices Rubrics, Look Fors, Focus Walks, etc.) to assess the fidelity of curriculum with instruction and the transfer of training to the classroom.

Learning Facilitator: Design collaborative, job-embedded, standards-based professional learning. Plan, deliver, follow up, and assess professional development at the school. Develop teachers' content knowledge and expertise with the workshop model. Assess teachers to determine instructional needs in assigned teaching areas.

Data Coach: Ensure that student achievement data drives instructional decisions at the classroom and school level. Assist the principal/leadership team to disaggregate student performance data (formative and summative) and assess instructional needs of individual students and school training needs. Guide data discussions with teachers and facilitate the examination of student work. Plan with teachers for focused instruction based on data.

Learner: Model continuous learning, to keep current, and to be a thought leader in the school. Participate in professional development including Cognitive Coaching, book study, action research.

Education and/or Experience:

- Master's Degree in Special Education
- Valid Michigan Teaching Certificate
- Minimum of three years successful teaching experience with not less than two years in a special education program
- Demonstrated successful use of data to monitor learning
- Demonstrated success as a flexible, collaborative team player skillful in using assessment data to inform instructional strategies so that students are successful.
- Demonstrated success in providing differentiated instruction
- Demonstrated success working with, developing and implementing tiered intervention strategies
- Experience with students with severe to profound cognitive impairments
- Working knowledge of the Common Core Standards
- Demonstrated successful communication skills with a variety of groups
- Demonstrated experience with technology and its successful integration into teaching

Certificates, License, Registration:

- Michigan K-12 Teaching Certificate; Special Education Endorsement

Other Skills and Abilities:

- Ability to write reports, correspondence and documentation
- Ability to use information from data collection in decision making
- Effectively present information in front of groups
- Attitude of acceptance and esteem for students
- Ability to communicate effectively, including listening
- Develops and maintains an atmosphere of teamwork
- Maintains confidentiality
- Practices safe work habits
- Ability to travel to sites within Kalamazoo County

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

To perform the job successfully an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own with the assistance of other staff.

Work Environment:

The noise level in the work environment is usually moderate. Working with students who have physical and/or mental disabilities.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.