



## Job Description

**Position Title:** Instructional Coach

**Employee Group:** Teacher

**FLSA:** Exempt

**Supervisory Responsibilities:** None

**Reports to:** Director of Elementary Curriculum and Instruction and Building Administration

### **Qualifications:**

1. Wisconsin Department of Public Instruction Teaching Certification.
2. Five years of successful classroom teaching experience demonstrating a deep understanding of instructional strategies and state and/or national standards.
3. Experience in leadership, facilitation, consultation and collaboration.
4. Proficiency in oral and written communication skills and interpersonal skills.
5. Completion of at least three credits in instructional coaching, or willingness/ability to complete within one year of hire.

Preferred experience:

Working with diverse student populations, including students with disabilities and English Language Learners.

Integrating technology into instruction.

Participation in collaborative teaching teams or professional learning communities.

Background in developing and delivery of training/workshops.

### **General Responsibilities:**

Acts as an instructional leader in guiding and modeling instruction based on best practices, district expectations, and current research. Responsible for providing staff with resources in the areas of instruction, assessment, differentiation and staff development to support high quality instruction, aligning curriculum to standards, and improving student achievement.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

### **ESSENTIAL FUNCTIONS:**

#### A. Professional

The instructional coach shall:

- Attend and participate in required district inservice programs.
- Complete the evaluation/staff development cycle.
- Stay current through professional development opportunities.
- Share expertise and knowledge with other staff.
- Demonstrate punctuality and dependability.

- Promote a positive attitude and enthusiasm toward education.
- Develop and maintain positive and cooperative interactions and communication with school staff, clients, and the community.
- Teach a broad base of understanding without indoctrinating students with his/her own cultural, political, religious or philosophical beliefs.
- Utilize established channels for handling routine procedures, resolving problems/concerns and making suggestions.

#### B. Coaching

The instructional coach shall:

- Help improve instruction by engaging teachers in intensive job-embedded professional development, such as: providing demonstration lessons, observing and providing feedback to classroom teachers in effective practice, conducting coaching cycles, and sharing information at grade level/department Professional Learning Communities.
- Provide, facilitate, and participate in high-quality, research-based, data-driven staff development for staff members.
- Act as a resource for teachers, parents, administrators, school board and community members.
- Extend instructional competencies through professional development opportunities with other instructional coaches through professional reading.
- Develop coaching strategies and techniques for interacting with adult learners.
- Meet regularly with other instructional coaches for professional learning on coaching.
- Keep up on the current literature and research as it applies to best practices in instruction and communicate that information to staff.

#### C. District / Department

The instructional coach shall:

- Attends and actively participates in required District professional development programs.
- Participates in required staff meetings, open houses and conferences.
- Assist in the selection of textbooks, instructional materials, supplies, and other needed items.
- Collaborates, supports and promotes the building and district's professional learning community.
- Develops and maintains positive and cooperative professional relationships with other school staff, stakeholders, and the community.
- Maintains awareness of, follows and implements all district policies, procedures and rules and applicable state and federal law.
- Cares for district resources, equipment and materials assigned to them and reports concerns regarding facilities to the designated supervisor.

- Adheres to District budgetary processes and controls while creating and managing a budget for applicable programs, ensuring necessary approvals and material ordering has occurred.
- Participates in the development and implementation of District, Building and Department goals and plans; supports the development and implementation of school improvement initiatives.
- Keep accurate records and provide them for school district use and file required reports on a timely basis.

#### D. Building

The instructional coach shall:

- Participate in committees and School Improvement Institute as related to district needs.
- Provides supervision in non-classroom areas and situations in accordance with the building student management plan.
- Promotes and maintains a safe and healthy environment in the classroom and building.
- Responds to internal and external voicemail and email communications in a timely fashion.
- Provides direction and supervision for all activities to which they are assigned (coach, director, supervisor, advisor, chaperone, etc.)
- When applicable, provides direction and/or supervision for teaching assistants, paraeducators, student teachers, interns, and substitutes.

#### E. Other Functions

The instructional coach shall:

- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director or building principal
- Properly handles confidential matters relating to students, staff and district records.

*To perform this 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.*

#### **Knowledge, Skills, Abilities**

- Written and verbal communication in English; write reports and business correspondence.
- Read and interpret documents such as IEP's, 504's, District reporting forms, procedure manuals and curriculum guides.
- Knowledge of various teaching strategies and state curriculum standards.
- Skill in designing and delivering differentiated instruction.

- Ability to respond to questions from diverse groups of administrators, staff, students and families.
- Knowledge of instruction and assessment practices, child development, brain development and best practices in education.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables in dynamic instructional settings.
- Knowledge of conflict resolution and crisis de-escalation techniques.
- Ability to maintain good relationships with others. Good human relations skills.
- Ability to use job-related equipment and technology using pertinent software applications.
- Ability to create an inclusive and culturally responsive classroom environment.
- Ability to work independently; Strong organizational and time management skills.

**Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting and carrying up to 25 pounds, and reaching. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision to read and far vision to supervise students. The employee is directly responsible for safety, well-being or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The ability to talk, hear, and express and understand ideas and thoughts are constantly required.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout their employment in the district.

**Work Environment**

This job is performed indoors in a group setting and occasionally outdoors. The noise level in the work environment is moderate to loud. May be exposed to bodily fluids and communicable diseases in a school environment, with proper protective measures provided. Duties as assigned may include travel within a single building or between buildings and a driver's license may be required for some assignments.

Legal Ref.:     Sections       118.19 Wisconsin Statutes  
   121.02  
   PI 34

Adopted:       6.15.2020

Revised:       September 2025