ADM COMMUNITY SCHOOL DISTRICT
LITERACY, MATH & SCIENCE COACH JOB DESCRIPTION

JOB TITLE: Literacy, Math and/or Science Instructional Coach

CLASSIFICATION: Certified

IMMEDIATE SUPERVISOR: Building Principal

JOB SUMMARY:
To improve teachers’ use of evidence based instructional practices and strategies to increase student achievement.

QUALIFICATIONS:
1. Standard Teaching License for State of Iowa (advance degree preferred)
2. Completed at least three years of teaching with a minimum of one year as a teacher in the Adel DeSoto Minburn School District
3. Successfully meets all Iowa Teaching Standards
4. A demonstrated track record of successful, informal mentoring/coaching, leadership and/or facilitation of adult learning
5. Demonstrates high capacity to evoke students’ motivation to positively impact student learning and achievement
6. Demonstrates evidence of continuous professional learning
7. Evidence of deep understanding of the Iowa Core
8. Demonstrates a high level of organizational skills

ESSENTIAL JOB FUNCTIONS:
1. Become familiar with ADM’s TLC Plan and work for its successful implementation.
2. Develop collaboratively with the building principal a coverage schedule for Resident Teachers and Mentors.
3. Co-plan, co-teach and model best practice and provide coaching and feedback to help teachers implement the Iowa Core with fidelity and to meet student learning goals.
4. Make informal classroom observations and provide immediate, non-evaluative feedback for the purpose of instructional support and program improvement.
5. Work with teachers in the development of effective classroom management strategies and motivation techniques.
6. Plan and deliver professional development for Resident, Career Teachers New to District, Career Teachers, PLC Leaders, Model and Mentor Teachers.
7. Lead in the development, adoption and implementation of curriculum within and across curricular areas.
8. Assist principals and PLC teams in analyzing student data and facilitate adjustments in instruction.
9. Use technology to disaggregate assessment data to inform teachers of areas needing instructional adjustment.
10. Work collaboratively with Professional Learning Communities to develop & implement goals related to continuous inquiry and improved student achievement.
11. Consult with teachers and teams to provide resources for targeted intervention to students to ensure high levels of learning.
12. Participate in continuous growth opportunities to deepen knowledge in curricular, instructional and leadership practice.
13. Assist in the evaluation of professional development and provide feedback on its effectiveness.
14. Work collaboratively and communicate effectively with other leadership positions, staff and community to strengthen all aspects of the instructional program.
15. Maintain appropriate confidentiality with records and professional relationships.
16. Attend meetings as assigned.
17. Attend appropriate opportunities to keep abreast of current developments in educational strategies, curriculum and technology.
18. Provide documentation on duties assigned and performed.
19. Operate in accordance with board policies and see that all policies of the board pertaining to employee’s area of jurisdiction are implemented.
20. Perform other duties as assigned by building and/or district administration.

ANTICIPATED MEETING REQUIREMENTS:
1. Attend meetings with the District Instructional Coaches PLC once each month
2. Attend meetings with Building Leadership Team (principal, assistant principal, instructional coaches, PLC Leaders)
3. Meet with the administrative team when requested
4. Meet with staff before or after school hours based on needs
5. Attend professional learning opportunities beyond the contract hours

TERMS OF EMPLOYMENT
1. Per ADM Board Policies, ADMEA Negotiated Agreement & Memorandum of Understanding
2. Half-Time (.5 FTE) position
3. Performance evaluated per peer survey; quarterly (3 quarters) and summatively (4th quarter)
4. Work additional 8 contract days
5. Additional compensation of $4,500 annually

Adopted Date __________________________ Revised Date __________________________

It is the policy of the Adel DeSoto Minburn Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.