

**ADM COMMUNITY SCHOOL DISTRICT  
DISTRICT SPECIAL EDUCATION COACH JOB DESCRIPTION**

**JOB TITLE:** District Special Education 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. Demonstrates a track record of successful mentoring/coaching, leadership and facilitation of adult learning
5. Demonstrates high capacity to evoke students' motivation to positively impact student learning and achievement
6. Evidence of deep understanding of the Iowa Core
7. Demonstrates a high level of organizational skills
8. Evidence of deep understanding of federal law: Individuals with Disabilities Education Act (IDEA)
9. Evidence of deep understanding of Iowa's Chapter 41: Iowa Administrative Rules of Special Education

**ESSENTIAL JOB FUNCTIONS:**

1. Become familiar with ADM's TLC Plan and work for its successful implementation.
2. Provide coverage for Resident and/or Mentor teachers when appropriate.
3. Co-plan, co-teach, model best practice and provide coaching and feedback to help teachers implement the Iowa Core with fidelity and to meet student learning goals.
4. Plan and deliver professional development for Resident, Career Teachers New to District, Career Teachers, PLC Leaders, Model and Mentor Teachers.
5. Lead in the development, adoption and implementation of curriculum and curricular materials.
6. Assist principals and teams in analyzing student data and facilitate adjustments in instruction.
7. Consult with teachers and teams to provide resources for targeted intervention to students to ensure high levels of learning.
8. Participate in continuous growth opportunities to deepen knowledge in curricular, instructional and leadership practice.
9. Work with teachers in the development of effective classroom management strategies and motivation techniques.
10. Make informal classroom observations and provides immediate, non-evaluative feedback for the purpose of instructional support and program improvement.
11. Use technology to disaggregate assessment data to inform teachers of areas needing instructional adjustment.
12. Analyze results and provides feedback in the implementation of professional learning to district stakeholders.
13. Work collaboratively with Professional Learning Communities to develop and implement goals related to continuous inquiry and improved student achievement.

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 District Leadership Team Meetings once each month
2. Attend meetings twice a month with the Instructional Coaches PLC and Technology Director
3. Attend meetings with Building Leadership Team (principal, assistant principal, instructional coaches, PLC Leaders)
4. Attend intervention team meetings (academic & behavior) as requested
5. Attend IEP meetings upon request
6. Meet with the administrative team when requested
7. Meet with staff before or after school hours based on needs
8. Attend professional learning opportunities beyond the contract hours

**TERMS OF EMPLOYMENT**

1. Per ADM Board Policies and ADMEA Negotiated Agreement
2. Full-Time (1.0 FTE) position
3. Performance evaluated per peer survey; quarterly (3 quarters) and summatively (4<sup>th</sup> 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.