**Instructional Coach Job Description**

***Overview***

The Instructional Coach is responsible for improving specific aspects of a classroom teacher’s practice. Instructional Coaches will utilize a variety of data collection tools designed to support teachers by conducting observations, reflecting on practice, and monitoring progress towards professional goals for instructional improvements. In addition to in-class coaching, Instructional Coaches will support key District initiatives such as the implementation of our district curriculum guides and our balanced assessment system.

Instructional Coaches will fully participate in ongoing professional development including a comprehensive curriculum of professional learning specific to the skills of instructional coaching to gain knowledge in teacher development and how to utilize a formative assessment system with teachers. Coaches will participate in forums, professional learning communities and online supports to work collaboratively, building skills, analyzing data, examining problems related to professional practice and engaging in peer coaching.

***Position Summary***

Des Moines Public Schools Instructional Coaches provide differentiated supports that foster the growth and development of teachers. In addition to strategic mentoring, coaches support teachers in developing skills in critical areas such as implementing instructional strategies, establishing a positive classroom culture and climate, analyzing student work, differentiating instruction, and supporting English Language Learners and students with special needs.

Individuals selected for the position of Instructional Coach attend training and professional development throughout the school year through coaching academies, coach forums, professional learning teams, and peer coaching, as well as monthly Teaching and Learning Meetings. Instructional Coaches will contribute to improved practices in the classroom as well as in a broader district-wide movement dedicated to improving teaching and learning.

***Responsibilities***

*Coaching Interactions with Teachers:*

* Establish and maintain a trustful, confidential and non-evaluative relationship with assigned teachers.
* Assist teachers in reflecting on and analyzing their practice and reviewing student work to inform instruction and enhance student achievement.
* Use knowledge of our district Guiding Principles to deepen teachers’ application of standards.
* Model effective teaching practices.
* Provide teachers the opportunity to observe exemplary practice.
* Assist teachers with accessing resources and support.
* Incorporate technology and analysis of data to advance teacher learning and classroom practice.
* Promote collegiality through collaborative work.
* Provide school based professional development.

*Interactions with Principals and District Leadership*

* Promote collaboration with principals.
* Participate in district professional development and collaborative opportunities for coaches.
* Demonstrate growth in professional practice using the district job description and performance rubrics.

*Professionalism in the Workplace*

* Maintain and submit required documentation.
* Demonstrate high standards of honesty, integrity, flexibility and responsiveness.
* Collaborate and contribute to the ongoing improvement of Des Moines Public Schools.

***Qualifications***

Successful candidates must have the following:

* A minimum of five years of classroom teaching experience.
* A Bachelor’s Degree and valid teaching certificate.
* Strong interpersonal and communication skills.
* Ability to establish and maintain a trustful and confidential relationship with adults.
* Expertise in designing and implementing standards-based instruction.
* Knowledge of content area, materials, assessment and methods that improve student achievement in specific core content areas.
* Ability to model effective teaching practices.
* Commitment to on-going personal and professional development.
* Evidence of oral, written and technology skills.
* Optimism for potential of teachers and schools to effect change in the academic loves of students.
* Proficiency in maintaining and managing regular communication and documentation.
* Preferred qualifications include:
  + Urban and/or diverse teaching experience.
  + Designing, presenting and facilitation adult learning experiences.
  + Successful teacher leadership or administrative experience.