

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: INSTRUCTIONAL/
TECHNOLOGY COACH
JOB DESCRIPTION

ADOPTED: February 21, 2011

REVISED:

404.1. INSTRUCTIONAL/TECHNOLOGY COACH JOB DESCRIPTION

Role of the Coach

The coach serves as part of their school's leadership team, providing job-embedded and ongoing professional development in the areas of technology and best instructional practice for teachers, staff, and administration. He/she provides professional development and guidance for teachers to improve their content knowledge and instructional strategies. Overall, the job of the coach is to build the capacity of the school and its teachers to meet the learning needs of all students. The coach's goal is to ensure that school staff acquires the understanding and skills to:

1. Enhance instructional practices at the classroom level and
2. Raise the level of student achievement.

Duties of the Coach include but are not limited to:

Participation in all required coach professional development. The coach is charged with acquiring the knowledge, skills, technology skills, and instructional strategies necessary to effectively impact the instructional practices of the teachers that are coached. He/she must remain knowledgeable about current and past research in the specific content area and other pedagogies relevant to the coaching role.

1. Identifying school teaching and learning needs, barriers and weaknesses by analyzing student data, and organizing and implementing problem-solving actions with teachers:

2. Facilitating school-based high quality professional development, working with teachers in teams or individually, to refine their knowledge and skills. Professional development could include, but not be limited to, in-class coaching, observing, modeling of instructional strategies, guiding teachers in looking at student work, developing lesson plans with teachers based on student needs, supporting data analysis, supporting the integration of technology, co-planning with teachers, etc.;
3. Monitoring instructional effectiveness and student progress using tools and strategies gained through professional development;
4. Building and maintaining confidential relationships with teachers. The conversations and interactions that the coach has with teachers must always remain confidential so that a high level of trust is created and maintained between the teacher and the coach. Exceptions to this include imminent physical or psychological danger to the students or any other building occupants;
5. The coach reports directly to and is held accountable by the school principal or other appropriately certified supervisory personnel. He/she is evaluated annually through the same form as instructional staff (PDE-426, PDE-427, and PDE-428 or locally developed/PDE approved form).