

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** **INSTRUCTIONAL COACH (10 MONTH)**

**QUALIFICATIONS:**

1. Valid New Jersey Teaching Certificate
2. Minimum 5 years' teaching experience
3. Ability to work cooperatively and effectively with colleagues
4. Demonstrated leadership qualities
5. Strong interpersonal and communications skills

**REPORTS TO:** Director of Curriculum, Instruction and Assessment

**POSITION GOAL:**

To assist the administration in providing support for instructional staff in the areas of:

1. Curriculum
2. Instruction
3. Assessment
4. Technology
5. Wellness/Mindfulness

**ESSENTIAL JOB FUNCTIONS:**

1. Demonstrate knowledge of researched-based instructional strategies that engage all students.
2. Demonstrate knowledge using a variety of assessment tools.
3. Demonstrate a thorough knowledge of curriculum and subject matter.
4. Support teachers and administrators in analyzing student assessment data to improve instruction on all levels.
5. Assist teachers with designing instructional decisions based on assessment data.
6. Assist teachers with specific classroom activities when requested.
7. Provide support for classroom motivation and management strategies.
8. Assist teachers in creating innovative lesson plans that are in alignment with curriculum and state standards.
9. Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
10. Assist teachers with pacing of lessons, differentiated instruction, and infusing best practices to meet the needs of their students.
11. Provide direction and coordination for how the curriculum is taught consistent with district initiatives and best instructional practices.
12. Co-teach with teachers by modeling lessons when appropriate.
13. Provide encouragement and emotional support to teachers.

14. Assist with ongoing professional growth for all teachers by being a member of the PD Committee.
15. Provide job-embedded informal professional learning beyond the coaching responsibility.
16. Manage time and schedule flexibility that maximizes teacher schedules and learning as approved by the administration.
17. Provide organized, individual and/or group learning opportunities for teachers as needed.
18. Informally observe (non-evaluative) lessons and provide feedback for teachers' professional growth and students' success.
19. Assist teachers with development of district curriculum, instruction, and assessments.
20. Assist teachers with creating instructional units and lesson that integrates the mission of the district, core values, and district goals.
21. Develop and maintain collegial relationship with teachers.
22. Attend workshops/conferences to learn about new innovative instructional strategies.
23. Perform duties as assigned by the Director of Curriculum, Instruction and Assessment or Principal.

**TERMS OF  
EMPLOYMENT:**

Compensation and work year to be determined by the Board in accordance with the collective bargaining agreement with the NHEA.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 12/9/19