



## Benjamin Franklin Elementary/Middle Mathematics and Science School

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### Instructional Coach Job Description

#### Role Description

As the Instructional Coach, you'll be a champion for instructional excellence. You'll lead the school-wide coaching cycle, providing targeted support to teachers through pre-coaching conferences, focused classroom observations, and actionable feedback. You'll also collaborate with teachers to develop strong curriculum materials, model exemplary teaching practices, and celebrate outstanding educators. In essence, you'll be the architect of a thriving professional learning community for our teachers.

#### Core Responsibilities and Functions

- Implements the school-wide coaching cycle with fidelity, including pre-coaching conferences to set individual coaching goals aligned with teacher needs, school priorities, and student data.
- Conducts focused observations of teachers using instructional frameworks and provides specific, actionable feedback.
- Facilitates post-coaching reflection sessions for teachers to analyze observations and plan for next steps.
- Differentiates coaching approaches to cater to individual teacher needs and learning styles.
- Collaborates with teachers to develop rigorous and engaging lesson plans, assessments, and instructional units.
- Consistently reviews student level data with teachers to inform coaching plans.
- Ensures instructional staff implement grading expectations.
- Collaborates with teachers to develop rigorous and engaging lesson plans, assessments, and instructional units.
- Serves as a content level teacher, and assumes all responsibilities as outlined in the teacher job description.
- Attends all regularly scheduled school-level meetings, led by the Principal.
- Attends all regularly scheduled meetings, led by the Sr. Manager of Curriculum and Instruction
- Supports TAP implementation through the creation of the school plan, monitoring goals, setting and tracking student progress, and monitoring follow-up for cluster groups and Individual Growth plans.
- Analyzes student data to inform instructional support.
- Oversees, leads and plans weekly cluster group meetings.
- Plan and facilitate ongoing professional development workshops and training sessions based on emerging educational trends and needs identified within the school.
- Conducts informal and formal classroom evaluations for instructional staff.
- Celebrates and rewards outstanding teaching practices.



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- Lead initiatives to integrate innovative teaching practices and educational technologies into the classroom to enhance learning experiences.
- Supports instructional staff's use of technology to support their teaching practice.
- Implements academic support programs.

#### Secondary Responsibilities and Functions

- Supports the administration of assessments.
- Conduct on-going research and remain abreast of high-quality instructional practices.
- Assist with the coordination of state assessments.
- Collaborate with the Sr. Manager of Curriculum and Instruction to design and implement a formal mentorship program for new and struggling teachers to ensure their growth and retention.

#### Organizational Responsibilities

##### *Organizational Effectiveness*

- Implements system-wide practices and processes with fidelity.

##### *Professional Development and Training*

- Attends and engages in professional development opportunities and training.
- Observes peers to learn and share best practices and support professional growth.

##### *Communication and Collaboration*

- Prepare, attend and contribute to all required meetings.

##### *Student-Focus and Support*

- Assume responsibility for student progress, growth, success and failures.
- Proactively communicate student progress with students, building their capacity of understanding their academic outcomes and ability to advocate and partner in their own education experience.

##### *Family and Community Relationships*

- Ensure that families are regularly informed about their student's academic progress and understand the implications, benefits, and ways to support their student.
- Proactively communicate student academic deficiencies with families.
- Build strong relationships with parents and families to ensure their involvement in their children's education.
- Act as a liaison between the school and the broader community to foster partnerships that support student learning and well-being.



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#### Knowledge and Experiences

##### *Education and Experience*

- Bachelor's degree required
- Credentials in the relevant academic discipline(s) required
- Master's degree preferred
- Minimum of five years of successful teaching experience
- Experience in content or curriculum development, student test/data analysis, mentoring, model teaching, and professional development

##### *Certificates, Licenses, Registrations or Other Requirements*

- Eligible for Louisiana Teacher Certification or practitioner's license

##### *Other Knowledge, Skills or Abilities*

- Universal Screening NIET Rubric
- Instructional technology applications

#### Personal Attributes and Competencies

- **Initiative:** Accepts new tasks enthusiastically; Assumes responsibility for tasks; Works independently; Actively seeks new assignments.
- **Job Knowledge:** Maintains technical proficiency; Serves as a job resource for others; Documents processes.
- **Quality of Work:** Follows instructions and directives carefully; Work is thorough and accurate; Analyzes and develops effective solutions.
- **Quantity of Work:** Works efficiently; Organizes and prioritizes work; Performs well under pressure.
- **Safety:** Compliance with safety and cleanliness policies & procedures.
- **Relations w/ Supervisor:** Communicates with supervisor; responds well to direction and constructive feedback.
- **Relations w/ Coworkers:** Creates constructive relationships with fellow team members; steps in to help when needed.
- **Leadership Behaviors:** Possess the following qualities: Planning, Implementing, Supporting, Advocating, Communicating & Monitoring.
- **Learning & Growth:** Attends training and learning programs with enthusiasm and desire to grow professionally.
- **Attitude:** Displays positive, passionate attitude.