

JOB DESCRIPTION
INSTRUCTIONAL COACH
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Building Principal(s)

GENERAL SUMMARY: The Instructional Coach will provide high quality coaching to any professional staff members in the Pittsville School District in order to improve their practice and student achievement.

This will be accomplished by establishing a coaching cycle with all staff required to complete coaching cycles each academic year and working together with these staff members to reflect on and improve student achievement. Additionally, the IC will supervise and develop the peer coaches in the district who are performing the same service during their prep periods. The IC will set up regular meetings with these coaches to discuss coaching and develop skills. The IC will establish relationships with all staff, whether in a coaching cycle or not, and be available to solve student issues together. It is particularly important for the IC to reach out to staff to help reflect on and implement ideas after major learning events such as a book study or conference. The IC will keep a record of who has completed a coaching cycle for the business office and make sure they are completed by the date required by building administrators for coaching completion each academic year.

This is not a supervisory position and the coach will not be responsible for staff evaluations.

The IC will not be asked to fill in as an emergency administrator except in extreme emergencies.

QUALIFICATIONS:

1. Valid Wisconsin Teaching Certificate
2. 5+ years as a classroom teacher
3. Experience as PLC lead, department head, or other similar role

DUTIES AND RESPONSIBILITIES:

1. Set up instructional coaching cycles with all teachers that meet the requirements for coaching each academic year.
2. Create a process for the Instructional Coaching Team to follow for coaching cycles.
3. Set up PD for peer coaches. Meet regularly.
4. Establish relationships with students and staff throughout the district.
5. Offer time with staff after learning events.
6. Contribute to weekly newsletters with advice, observations, and educational practices and ed tech information.
7. Assist with supervision as needed.
8. Attend as many PD sessions in the district as possible.
9. Host PD opportunities for teachers in the district throughout the academic year.
10. Sit in on PLC meetings during horizontal and vertical days, with departments decided in collaboration with administration.

EVALUATION: The IC will be on a summative year through May 2024. The evaluation will involve an SLO, a BOY, MOY, and EOY conference. The IC is asked to complete a self-review of her performance before the EOY meeting. The results of the staff evaluation are private, but the reflection on that evaluation will be critical. The evaluation tool utilized will be the Wisconsin Evaluation Tool for Instructional Coaches.

Approved by the Board of Education May 8, 2023.