



**TITLE:** INSTRUCTIONAL COACH – Primary Years Programme Coordinator

**REPORTS TO:** Curriculum and Instruction/Diploma Programme Coordinator

**EVALUATION:** Completed by the Chief Executive Officer

**SCOPE:** The Instructional Coach, having both content and significant instructional experience, will work as a colleague with classroom teachers and instructional assistants to support student learning and teacher practice. The Instructional Coach will focus on individual and group professional learning that will expand and refine the understanding about research-based effective instruction for teachers. In order to meet this purpose, the Instructional Coach will provide personalized, one-to-one support based on the goals and identified needs of individualized teachers.

To provide leadership and coordination to the implementation of the Primary Years Programme.

To provide leadership and coordination to the staff to assure the Primary Years Programme is implemented and maintained to assure authorization by the International Baccalaureate Organization.

**EMPLOYMENT CONTRACT:** 10-month position

**QUALIFICATIONS:**

1. Master’s Degree from an accredited college/university
2. Minimum of five years of teaching experience
3. Demonstrated knowledge of Pennsylvania Core Standards
4. Demonstrated knowledge of the International Baccalaureate Organization’s requirements for authorization.
5. Demonstrated experience in research-based instructional practices
6. Demonstrated experience in coaching or teacher leadership
7. Deep knowledge of and experiences in:
  - a. Instructional Strategies
  - b. Conditions of Learning
  - c. Assessment Driven Instruction
  - d. Classroom Management
8. Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations
9. Ability to design and deliver quality professional development for teacher that will focus on initiatives of the school and needs of the staff
10. Outstanding facilitation and presentation skills
11. Demonstrated ability to communicate in a professional manner both orally and in writing
12. Demonstrated strength in organization and efficiency in meeting deadlines
13. Demonstrated ability to function as a positive collaborative member of the Leadership Team
14. Demonstrated interest and engagement in professional learning and reflection

**ESSENTIAL FUNCTIONS:**

1. Support the philosophy, mission, and vision of the York Academy Regional Charter School
2. Facilitate the intellectual and professional development of teachers with a focus on improving student achievement
3. Create positive relationships with teachers, instructional assistants, staff, and administrators
4. Communicate and demonstrate research-based instructional practices that result in increased student performance
5. React to change productivity and address other tasks as assigned

6. Provide individualized, classroom-based coaching with participants to support them in implementing good instructional practices
7. Assure that the annual requirements of the International Baccalaureate Organization regarding authorization are met.

#### **INTERNATIONAL BACCALAUREATE**

1. Member of the pedagogical Leadership Team
2. Provides the leadership necessary to assure authorization and implementation of the Diploma Programme.
3. Participates in training and presentations about teaching including fulfillment of the training necessary to remain qualified to teach in an accredited International Baccalaureate school.
4. Maintains effective and efficient record keeping procedures.
5. Serves as a liaison between the school and the International Baccalaureate Organization.
6. Ensure fidelity of implementation of the Primary Years Program (PYP) and the Middle Years Program (MYP) throughout the Academy.
7. Develops the budget to assure requirements of the International Baccalaureate Organization.
8. Monitor and review the implementation of the PYP and MYP.
9. Be familiar with and promote understanding and use of all IB related documents.
10. Meet weekly with grade level teams to develop significant, relevant, engaging, and challenging units of inquiry and document student inquiries and actions in the IB planners.
11. Assist teams or individuals with units of inquiry.
12. Work collaboratively with Instructional Coaches to schedule participants for IB workshops.
13. Support teachers and students in preparing for the Exhibition (Grade 5) and the Personal Project (Grade 10)
14. Assist in organizing internal assessment according to MYP criteria

#### **GENERAL RESPONSIBILITIES:**

1. Demonstrate willingness to assume leadership positions
2. Provide organized, individual and/or group learning opportunities for staff as needed
3. Provide support in analyzing student assessment data
4. Assist teachers with instructional decisions based on assessment data when requested
5. Assist teachers with specific classroom activities when requested
6. Provide support for classroom motivation and management strategies
7. Assist teachers in creating materials that are in alignment with the curriculum
8. Provide teachers with resources related to instruction and curriculum
9. Provide assistance in researching instructional and/or curriculum issues
10. Encourage ongoing professional growth for all teachers and instructional assistants
11. Manage time and schedule flexibility to maximize teacher schedules and learning
12. Work positively toward meeting identified school improvement goals
13. Assist with the development of curriculum, instructional strategies, and assessments
14. Develop and maintain a confidential, collegial relationship with teachers and instructional assistants
15. Possess an understanding of when to contact the Chief Executive Officer/Head of School regarding issues of safety/ethics
16. Perform duties assigned by the Chief Executive Officer/Head of School
17. Participate fully in professional development related to the International Baccalaureate Program
18. Assist teachers in the alignment of their teaching with standards, curriculum, and assessments

#### **WORKING CONDITIONS:**

##### Physical Demands:

- Occasional travel to homes and outside agencies
- Frequent walking throughout building
- Often sitting at desk for extended periods
- Standing for limited periods of time
- Moderate lifting from 15 to 30 pounds
- Some carrying – up to 30 pounds
- Manual dexterity to use office equipment

##### Sensory Abilities:

- Visual acuity to read correspondence and manuscripts

- Auditory acuity to be able to use telephones
- Ability to speak clearly and distinctly

Work Environment:

- Generally office, common areas, playground, classroom, and cafeteria settings

Temperament:

- Ability to work as a manager and member of a team
- Must be courteous and able to effectively communicate with staff and students
- Must be cooperative, congenial and service-oriented, and promote these qualities in the department
- Ability to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- Ability to complete assigned tasks with minimal supervision
- Ability to read and write
- Ability to use correct grammar, sentence structure, and spelling
- Ability to compose clear, concise sentences and paragraphs.
- Ability to organize office setting to efficiently accomplish tasks
- Ability to work independently and make work-related decisions
- Ability to exercise good judgment in prioritizing tasks
- Ability to communicate effectively at all organizational levels

NOTE: All abilities above must be at a professional level, as expected from the required educational level of the job.

Specific Skills:

- Ability to operate computer equipment
- Ability to use computer technology efficiently
- Must appropriately handle confidential information

York Academy Regional Charter School is an Equal Opportunity Employer. ADA requires the York Academy Regional Charter School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Approved: