

INSTRUCTIONAL COACH

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate which authorizes the holder to teach in a Secondary setting; Standard, Provisional, Certificate of Eligibility with Advanced Standing (CEAS), Certificate of Eligibility (CE), or other state approved certification for this position. Teacher of English or Teacher of Mathematics preferred.
2. Minimum of five (5) years of successful teaching experience in a New Jersey public school.
3. Demonstrated knowledge of subject area(s) and effective teaching methods.
4. Ability to maintain a positive learning environment.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Director of Curriculum & Instruction

SUPERVISES: Pupils, and when assigned, student teachers

JOB GOAL:

To provide and maintain high levels of educational and program quality by helping and supporting teachers; to visit classrooms and coach teachers using student assessment data and reflective practice to improve instruction; to encourage a classroom environment that fosters learning and personal growth; to encourage pupil development of skill, attitude and knowledge; to maintain good relationships with parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Visits classrooms and coaches instructional staff members using student assessment data and reflective practice to improve quality of instruction and education experience.
2. Confers with Director of Curriculum & Instruction, as well as the Principals and District Supervisors, to coordinate, articulate, and provide professional development for K-12 Instructional staff. In particular, this includes the analysis of student achievement data to identify areas of need for staff members individually and collectively.
3. As a member of the Central Office staff, maintain an effective balance between district responsibilities and building-based tasks and assignments.
4. Coaches teachers to:

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

- a. Work to achieve state curricular standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
 - b. Develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
 - c. Set specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
 - d. Assess pupil academic progress and personal growth toward stated objectives of instruction, and analyze that student achievement data to inform subsequent instructional decisions.
 - e. Maintain records of pupil's educational progress in electronic class record books and/or board approved forms and summarizes these marks for reporting purposes.
 - f. Identify pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
 - g. Establish and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
 - h. Budget class time effectively.
 - i. Communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
 - j. Devise written and oral assignments and assessments that require analytical and critical thinking as well as the reproduction of facts.
 - k. Supervise pupils in out-of-classroom activities as assigned.
 - l. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.
 - m. Participate in secondary planning, faculty meetings/committees, and other school system groups.
 - n. Make effective use of community resources to enhance the instructional program.
 - o. Uphold and enforce program and school rules, administrative regulations and board policy.
 - p. Perform other duties within the scope of his/her employment and certification as may be assigned.
5. Provides individualized follow-up support to the teacher's level of development and plan small group meetings/trainings for teachers with similar needs.
 6. Reflects on own professional development needs, attends relevant workshops, reads research articles, consults with others, etc.
 7. Communicates with the Office of Curriculum and Instruction and the Professional Development Academy Instructors to make the ongoing district professional experience meaningful, rewarding, and effective for the instructional staff.

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8. Monitor data inputted and the effectiveness of all plans.
9. Craft, communicate and model (if necessary) Tier 1 plans for RTI.
10. Oversee RTI and Supplemental Instructional plans for their assigned location and grade bands.
11. Communicate with parents.
12. Facilitate meetings as required.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education, and aligned with other teaching staff members.

EVALUATION:

Performance of this job will be evaluated semi-annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

<u>N.J.S.A.</u> 7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for non-citizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:37	Discipline of pupils

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<u>N.J.A.C. 6:3.1 et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C. 6:3-4.1 et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C. 6:3-4A.4</u>	Requirements of physical examinations
<u>N.J.A.C. 6:3-5.1 et seq.</u>	Seniority
<u>N.J.A.C. 6:3-6</u>	Pupil records
<u>N.J.A.C. 6:3-9</u>	Attendance and pupil accounting
<u>N.J.A.C. 6:8</u>	Thorough and efficient system of free public schools
<u>N.J.A.C. 6:11-3.1</u>	Certificate required
<u>N.J.A.C. 6:11-3.9</u>	Oath of allegiance required
<u>N.J.A.C. 6:11-3.10</u>	Citizenship requirement
<u>N.J.A.C. 6:11-5</u>	Requirements for instructional certificate
<u>N.J.A.C. 6:11-6</u>	Endorsements on the instructional certificate
<u>N.J.A.C. 6:11-13.2</u>	Amount duration and content of required continuing professional development
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:16</u>	Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.