

Anoka Hennepin Independent School District #11

Job Description

MIDDLE SCHOOL INSTRUCTIONAL COACH

Curriculum and Instruction Department / Guided by the daily leadership of building principals

JOB SUMMARY

Provide comprehensive instructional coaching to support teachers in meeting the needs of students through modeling, coaching, and engaging them in professional discussions that will deepen their understanding of evidence-based instructional practices. Collaborate with the Secondary Teaching and Learning Specialists to create, gather feedback, and support teacher professional development. Establish and maintain a trusting, confidential, and non-evaluative relationship with teachers. Promote collegiality through collaborative work and reflective practices with teachers and administrators. Maintain high visibility in the school building, working with teachers, collaborative teams, and in classrooms. Advocate for equity by collaborating with other district coaches and addressing instructional practices that help teachers meet the needs of all learners, especially marginalized students. Communicate regularly with building principals and district administrators to support teachers, identify challenges, and celebrate successes. Engage in strategic planning and alignment of initiatives with the rest of the building leadership. Assist teams with focus on interventions and extensions within an MTSS framework; reinforce the work of collaborative teams. Collaborate with placement teams to ensure equitable and appropriate placement of students. Participate in ongoing professional learning in order to coach teachers in first best instruction as well as enhance the coach's skills and proficiency in relation to the job responsibilities.

DUTIES AND RESPONSIBILITIES:

- Mentorship of new teachers
- Student to student discussion
- Movement in the classroom
- Collaborative structures and groupings
- Community building
- Catalyst
- Evidence based literacy practices across all disciplines, including active reading, writing, and discussing daily
- Eight effective teaching practices in math from NCTM
- Instructional rounds
- Data driven conversation regarding MCA, universal screening (NWEA/MAP), formative and summative assessment, attendance, behavior, and course data
- Mastery Manager support

QUALIFICATIONS:

- Requires a current and valid teaching license
- Preferred qualifications include prior training and experience in:
 - Cognitive Coaching
 - Catalyst
 - Proficiency scales and standards-based instruction

PHYSICAL FACTORS INCLUDE:

Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.