

Official job description of Instructional Performance Coach at FPCS

MISSION STATEMENT: The mission of Friendship Public Charter School is to prepare students to become ethical, literate, well-rounded, and self sufficient citizens by providing a world-class education that motivates students to reach high academic standards, to enjoy learning, to achieve success, and to contribute actively to their communities.

POSITION TITLE: Instructional Performance Coach

DEPARTMENT: Academics

REPORTS TO: Principal, Director of Professional Development, Instructional Performance Supervisor

JOB CODE: 0000

SUMMARY DESCRIPTION OF POSITION: The Instructional Performance Coach is a critical lever in improving student achievement. The role of the coach is to improve student achievement by building teachers capacity and understanding of instructional practices. The coach, in conjunction with the administration, is responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. Coaches are expected to support the instructional development of all teachers, which means they are generalists who will work with teachers in a variety of subject areas. While coaches may bring a particular subject-area expertise, their focus is on improving instructional quality across all subject areas. Coaches will create a schedule with their administration listing the teachers they work with on a rotational basis. Coaches will work with high will teachers in ensuring that they meet their Performance Management targets. Coaches will be required to build curriculum and support teachers in understanding the curriculum and writing it. They must have working knowledge of Understanding by Design, standards based learning and data analysis. Coaches should come with the ability to build strong relationships with teachers, administrator and other coaches. It is essential that all coaches work collaboratively and as a team. Coaches will be evaluated jointly by principals and the Instructional Performance Supervisor. Coaches will set Performance Management goals 3 times per year and be evaluated on reaching those goals. Evaluations will also reflect teachers that the coach supports reaching their Performance Management goals as well as the school reaching AYP.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, ABILITIES AND SKILLS: This position requires a deep commitment to the mission, ideals and core values of Friendship Public Charter School and to advancing the academic attainment of student. Interested candidates should be able to demonstrate the ability to think strategically, work effectively and produce results.

EDUCATION, TRAINING, AND EXPERIENCE:

The ideal candidate for the Instructional Performance Coach believes deeply in the Friendship mission and vision and exemplifies Friendship's core values. Successful candidates will have at least three years of successful teaching experience and a proven track record of extraordinary student outcomes. Successful candidates must also have:

- a demonstrated track record of leadership and facilitation of adult learning;
- excellent oral and written communication skills;
- outstanding interpersonal and teamwork skills;
- goal- and results-orientation;
- superior problem-solving and critical thinking skills; and
- ability to thrive and succeed in a fast-paced, entrepreneurial environment.

CERTIFICATE AND LICENSE REQUIREMENTS: See Education, Training and Experience

PHYSICAL DEMANDS: None

SPECIAL REQUIREMENTS: May require evening and weekend overtime work

FLSA STATUS: Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Model lessons

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- Model lessons
- Co-plan lessons and units with teachers
- Co-teach lessons
- Provide real-time coaching
- Analyze data and run data talks
- Provide professional development for teachers, departments, grade levels and school
- Help teachers set goals and develop action plans for success
- Be an active member of the school leadership team
- Help teacher understand the curriculum materials
- Help teachers track student learning and keep records
- Provide lesson plan targeted and specific feedback
- Provide targeted and specific observation feedback
- Help teachers identify and search for resources
- Help teachers develop assessments
- Help administrators diagnose school-wide problems and develop action plans for success
- Help departments diagnose problems and develop action plans for success
- Coach teacher leaders, department chairs and curriculum coordinators
- Develop curriculum for school, departments and grade levels

POSITION ESTABLISHED: 1/07