



Job Description

Job Title: PK Instructional Coach

Position Code:

Job Classification: Exempt

Supervisor: Building Principal

Pay Grade: Lead Teacher Pay Scale

Contract Length: 202 Days

Job Summary

Position is responsible for supporting the professional growth and development of PK teachers to facilitate learning and independent application of effective instructional practices at the assigned school. Position provides job-embedded support through classroom visits, feedback, modeling, data analysis, and planning across content areas with specific emphasis on literacy. Position plans and conducts professional development based on assessed building and/or teacher needs.

Essential Duties

- Facilitates professional development across the building, to include coaching, workshops, and planning sessions.
- Coordinates the school literacy plan.
- Provides instructional support to secondary mathematics teachers to include coaching, modeling, and planning.
- Supports teachers through frequent classroom visits, observing PK instruction to assess need, planning for instruction, modeling, co-teaching, consulting, guided reflection, and supportive and specific feedback to teachers as needed.
- Provides ongoing coaching assistance through classroom visitations and delivery of timely and appropriate feedback.
- Assists teachers with classroom organization, materials procurement, and learning activities that support learning targets and objectives.
- Participates and observes the planning process and the instruction that follows, and provides supportive and specific feedback and suggestions.
- Collaborates regularly with PK-1 Instructional Supervisor and building administrator to address areas of greatest need.
- Models effective instructional techniques and strategies that engage young learners.
- Participates in monitoring the implementation of the curriculum.
- Works collaboratively to help teachers analyze data and plan targeted and appropriate lessons.
- Provides support to help teachers establish developmentally appropriate learning environments that motivate and engage young learners.
- Plans and conducts high quality professional development activities in response to assessed needs.
- Works positively toward meeting identified district and building goals.
- Participates in the professional development and monthly meetings of reading specialists.

Other Duties

Attends staff development programs, reading specialist and PK Leadership Team meetings, and other professional development activities. Keeps abreast of developments, research, and new technology in the field. Performs any other related duties as assigned by appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree and be eligible for a Virginia teaching license (Master’s degree preferred). Must have completed a minimum of five years of exemplary teaching experience at the PK or Kindergarten level. Must possess knowledge of effective instructional delivery techniques, research-based best practices, and adult learning theory. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain professional relationships with school colleagues, administrators, and students.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Building Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Updated: 6/16/2015