



PRAIRIE SEEDS ACADEMY

Instructional Coach

PURPOSE STATEMENT:

Under the direction of Thrive Education, a subsidiary of Hmong American Partnership and the Principal, the Instructional Coach is responsible for bringing evidence based practices and strategies into the classroom environment while guiding and training teachers to effectively engage students to improve their academic learning.

JOB FUNCITON:

1. Promote and coordinate the development and implementation of research based instructional strategies into the classroom environment.
2. Provide peer coaching support and guidance on a regular basis to classroom teachers and academic leadership team members.
3. Provide support in the areas of classroom motivation and classroom management strategies.
4. Provide organized, individual, and/or group learning opportunities for teachers.
5. Facilitate and provide support in the interpretation and analysis of data among classroom teachers and academic leadership team members.
6. Facilitate and promote a system of standards based instruction and proficiency based assessments.
7. Model instructional excellence through classroom lesson planning and delivery as appropriate that aligns curriculum and assessment best practices.
8. Assist with the development, review and implementation of curriculum, instruction, and assessments.
9. Assist teachers and academic team members with analysis of reading, writing, math and other types of assessment results.
10. Evaluate student achievement and assist with placing students in appropriate intervention and support services.
11. Support para-professionals based on identified needs and on needs-basis.
12. Encourage and provide ongoing professional support and growth for teachers.
13. Serve as a coach to individual and teams to determine intervention strategies as appropriate.
14. Participates and performs classroom visitations, demonstrations, and observations.
15. Assist the Principal and Assistant Directors to identify instructional curriculum, supplies, equipment, and books related to core content.
16. Maintain open communication and collegial, positive relationships with teachers and academic leadership team members.
17. Work with the Principal and Assistant Directors to identify professional development (PD) activities and training that is related to academic goals and school improvement plans.
18. Facilitate and/or present professional development activities with staff and teachers as needed.
19. Assist in the planning of professional development activities and other in-service program training to help raise the level of instructional performance.
20. Meet regularly with Principal and Assistant Directors to coordinate the instructional activities related to the school improvement plans and academic goals.
21. Meet regularly with academic leadership team members to align activities and plan accordingly to improvement plans and academic goals.
22. Participate in professional development activities to learn about new innovative instructional strategies.
23. Serve as an active member of the academic leadership team.
24. Perform other duties as assigned.

SKILLS/DESIRED QUALIFICATIONS:

1. B.A. Required. Master's degree preferred from an accredited college/university.
2. Valid teaching license from the Minnesota Department of Education.
3. At least 5 years of successful classroom teaching experience in an urban setting
4. Formal experience mentoring teachers in effective literacy and math instruction and assessment strategies



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5. Knowledge of reading, writing, and math curriculum and development
6. Proficient technology skills in MS Office and other software/programs
7. Outstanding interpersonal skills, presentation and facilitation skills
8. Ability to lead and collaborate; strong leadership skills necessary
9. Demonstrate knowledge of a variety of assessment tools
10. Demonstrate knowledge of curriculum and subject matter
11. Ability to accomplish tasks under pressure
12. Prioritizes and follows through on tasks and assignments
13. Ability to connect and build positive relationships with teachers and staff
14. Effective verbal and written communication skills
15. Demonstrates ability to manage time and projects efficiently
16. Communicates recommendations and suggestions clearly to all persons