

# Caldwell - West Caldwell Public Schools Job Description

**Title: STEM INSTRUCTIONAL COACH**

## **Job Summary**

The STEM Instructional Coach will work with classroom teachers to support educator and student learning. Coaches will serve as part of a district Instructional Leadership Team to analyze multiple data sources, identify trends, and provide ongoing, differentiated professional learning to support teachers in identifying and reaching goals related to teaching and learning. The Instructional Coach will provide individual and group professional development that will expand and refine the understanding of research-based effective instruction. In order to fulfill these expectations, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers in support of school and district goals.

**REPORTS TO:** Director of Elementary and/or Secondary Education

## **Job Functions:**

- Facilitate the intellectual and professional development of teachers through coaching and professional development.
- Lead and provide input and feedback on curricular and instructional programming across the district, including topics such as scheduling, professional learning and curriculum development; attend and present updates at Curriculum Committee meetings; communicate updates with grade level team colleagues.
- Plan and lead professional learning in support of district and building SMART goals.
- Host or facilitate the sharing of promising practices by serving as a professional learning lab site, hosting colleagues for inter-visitations, lesson studies, and other opportunities to learn about effective teaching practices.
- Demonstrate research-based best practices, including intervention, enrichment, data-driven whole and small group instruction, and the application of professional learning.
- Assist with the coordination and facilitation of professional learning communities that support data-driven improvements in teaching and learning.
- Actively examine multiple measures of student learning to inform coaching, professional development, intervention planning, professional learning and building based goals.
- Serve on committees that focus on student and/or teacher learning, such as I&RS. Support in the development of I&RS action planning and classroom intervention strategies.
- Support selection and procurement of instructional materials in accordance with budget policies, district goals and culturally responsive practice.
- Demonstrate knowledge of curriculum, subject matter, and principles of adult learning.
- Support selection, ordering, dissemination, implementation, and assessment of various instructional programs and resources.
- Assist with curriculum selection, the development of district curriculum, curriculum-based instructional planning and assessment.
- Perform such other tasks and assume such other responsibilities as assigned by district administration.

**Requirements:**

- Demonstrates a [growth mindset](#) about student learning and teacher development;
- Record of exceptional professionalism and collaborative communication with all stakeholders;
- Commitment to data-driven, student-centered instruction;
- Minimum of 3 years of teaching experience or other instructional leadership experience deemed equivalent;
- Ability to create and maintain positive relationships with teachers and administrators; and
- Experience with reading intervention preferred.

**Length of Contract and Compensation**

- 10 months
- Compensation for regular salary and additional work as outlined in CWCEA contract
- Reports directly to the Director of Elementary Education and/or Director of Secondary Education.

Board Approved: May 9, 2022