

**Richland Parish School Board
Job Description**

TITLE: Lead Instructional Coach (District Coach Manager and Residency Coordinator)

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Valid Type A/Level 2 Teaching Certificate and three years of successful teaching experience; Master's Degree preferred; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Assigned supervisor(s) and/or Superintendent

JOB GOAL: To support pipeline of effective teachers skilled in implementing of high-quality interventions, effective use of core curriculum, and to provide high-dosage tutoring to improve deficient literacy/numeracy skills to ensure all students are reading on grade-level and working toward mastery of grade-level standards in Math and ELA.

TERMS OF EMPLOYMENT: 9 Month with 10th optional month (i.e. daily rate of pay 10 days prior and 10 days after the contracted year)

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for growth in student learning in the assigned area of responsibilities.
 - a. Ensure that student growth is continuous and appropriate for all students.
 - b. Develop and meet two yearly goals which positively affect student achievement through job responsibilities
 - c. Develop and meet monthly math goals aligned to Louisiana Math Pillar(s)
2. Collaborate with the School Principal and other administrators to review, draft, examine, recommend, and implement school-level literacy and/or math plans, policies, procedures, and programs.
3. Plan, support and/or attend up to three parish-wide Literacy and/or Math community and/or school events.
4. Evaluate, manage and provides routine support to district lead instructional coaches and assigned school-level lead instructional coaches
5. Develop, implement, and monitor cycles of development, Leads District Timeline, and interventions (literacy and math) provided to all teachers in Richland Parish
6. Ensure the coordination and implementation of the key pillars Louisiana literacy and math.
7. Analyze data, identify trends, and support coaches to adjust support based on data.
8. Ensure coaches are registered, attend, and compensated for all required meetings and trainings needed.
9. Communicate regularly with district leadership team and school site leaders on school-wide literacy and math initiatives aligned to Louisiana pillars.

10. As residency coordinator provide will ensure the following
 - Work as liaison between teacher preparation partners and serve in adjunct roles needed and acquire training as needed.
 - Mentor teacher recruitment, training, and support (hosting undergraduate and post bacc residents across the district)
 - Resident recruitment, training, and support
11. Work closely with the school-level principal(s) and lead instructional coaches when applicable to create and maintain systems and structures to ensure small group instruction is provided routinely to students where teachers are working on student-specific needs that align to core instruction by engaging assigned teacher case-loads in formalized and documented cycles of development.
12. Ensure teacher cluster meetings are aligned to state pillars and district priorities with literacy and math/numeracy as a main focus to ensure training for teachers to effectively deliver high-quality interventions, core instruction, and high dosage tutoring.
13. Review and communicate literacy and math/numeracy data regularly with district leadership team and school-level leaders.
14. Ensure compliance with district literacy policies, regulations, and legal requirements.
 - a. Coordinates with district leadership to ensure all schools use a single universal literacy screener school year and builds awareness at the school level of the significant shifts in data collection and reporting: complete battery reporting, literacy platform reporting system, and secured spring testing.
 - b. builds awareness at the school level of the significant shifts in data collection and reporting: common district assessments embedded in core Tier 1 curriculum.
 - c. Successful completion and implementation of Science of Reading (i.e. ACT 160) and Numeracy Training (i.e., Act 260)
15. Mentor and support all coaches and residents, providing guidance, resources, models, and engage in practice to improve mathematical practice while implementing.
 - a. High-quality interventions
 - b. Tier-1 Core Curriculum
 - c. High-dose tutoring
16. Serve as an instructional leader, maintaining an instructional focus.
 - a. Become and serve as a designated observer as stated in Bulletin 130
 - b. Serve on the district ILT team and attend district trainings
 - c. Evaluate school personnel upon request.
 - d. Develop, facilitate, and attend all district coach training offered and follow-up on time-bound next steps.
 - e. Have a consistent schedule and any changes are communicated in advance, meetings are well planned, have consistent agendas, and all actions are communicated in advance.
 - f. Schedule and support is documented thoroughly on google classroom and teacher growth tracker to reflect evidence of full coaching cycles of support.
 - g. Belief in all students and adults of being capable of meeting/teaching grade-level expectations is demonstrated through words and actions.
 - h. Support the implementation of curriculum standards, instructional strategies, and assessment practices aligned with district and state guidelines.
 - i. Observe classroom instruction, provide feedback and support to teachers, and facilitate professional development opportunities to improve teaching practices.
 - j. Collaborate with the school administration team to implement a schoolwide schedule

- and routines that maximize instructional time and includes time to meet intervention and tutoring for identified students
- k. Plan and prioritize schedules in order to engage in instructional leadership activities focused on implementing school-level literacy and math plans
 - l. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, school leadership planning meetings, professional learning community meetings, grade-level meetings, staff development, and various committees.
 - m. Rehearse, observe and give feedback to coaches who facilitate professional development activities at the school and district level.
 - n. Complete special contracts as designated by the supervisor(s), such as summer learning opportunities, etc.
 - o. Analyze student achievement data and other metrics to assess school performance and identify areas for improvement.
17. Foster positive relationships with parents, guardians, and community members through effective communication and literacy/numeracy engagement strategies.
- a. Organize and attend parent meetings, school events, and community outreach activities, e.g., Adopt-a-School.
 - b. Address parent concerns and provide information about school programs, policies, and student progress as directed by the School Principal.
 - c. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding school expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
18. Perform various administrative duties in service of effective district operation, including but not limited to the following:
- a. Oversee parent/math communications (e.g., newsletters, social media accounts, Remind);
 - b. Monitor teachers' planning, preparation, grading, and record-keeping, following up where necessary to ensure timely preparation and reporting of student progress;
 - c. Attend after-school literacy and/or math events as scheduled for assigned school(s), including but not limited to in-person instructional leadership teams, faculty meetings once per month and parent/family night events no more than six times per school year.
 - d. Respond to emails and phone calls from parents, school administrators, and staff in a timely manner.
 - e. Maintain an orderly physical office environment using an organizational system that is designed to support all coaches and residents with supplies, equipment, and resources accessible.
 - f. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to physical inventory management (i.e. chromebook inventories, school and district math data, and student assessment data).
19. Provides direct support to assigned schools, leaders, and/or teacher caseload.
20. Inform district leadership team of pertinent changes in guidelines, regulations, etc. related to areas of responsibility.
21. Act as technical advisor and resource person to assist others in area(s) of responsibility.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district expectations, policies, and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____