

**Job Description**  
Sedgwick County Educational Services Interlocal Cooperative #618

**Instructional Coach**

Purpose Statement

The job of Instructional Coach is done for the purpose(s) of supporting the instructional process with specific responsibilities for coaching special education teachers to reinforce student learning; assisting them with instructional strategies; providing tools for writing and maintaining individual educational plans; conveying best practices for classroom management; and facilitating intellectual and professional development of teachers.

This job reports to Assistant Director.

Essential Functions

- Assists teachers with various professional aspects of their job (e.g. curriculum, class management strategies, writing IEPs, facilitating IEP meetings, data collection, assessments, etc.) for the purpose of supporting teachers and achieving the objectives of the Special Education Department.
- Collaborates with teachers, other coaches, administrators, etc. for the purpose of supporting instructional development and building teacher capacity.
- Coordinates program components, support needs and materials (e.g. new mentor program, trainings, monthly meetings, etc.) for the purpose of delivering services, which conform to established guidelines.
- Creates a positive coaching relationship for the purpose of fostering intellectual and professional development of teachers.
- Develops professional growth experiences (e.g. trainings, modeling, role playing, etc.) for the purpose of promoting teacher's intentional use of best practices.
- Implements assigned programs and procedures (e.g. online IEP Procedure Guidelines, IEP weekly focus topic, mentor program, etc.) for the purpose of conforming to district and state special education requirements and instructional objectives.
- Maintains a variety of documents, files, and records (e.g. logs, comprehensive notes, rubrics, etc.) for the purpose of providing up-to-date references and information.
- Observes teachers for the purpose of providing feedback to improve teacher growth and student outcomes.
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference, and conveying information.
- Presents information on a variety of topics for the purpose of communicating information and gaining feedback.
- Researches a variety of topics (e.g. current best practices, policies, education codes, etc.) for the purpose of providing information, recommendations, and addressing a variety of program requirements.
- Responds to a variety of inquiries for the purpose of resolving problems, providing information, and referring to appropriate personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications involving data management applications; facilitating meetings; applying curriculum and instructional techniques; advise employees; dealing with conflicts; and diffusing confrontations.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional methodologies; behavior patterns of children with disabilities; assessment instruments and techniques; laws, rules, regulations, and policies; employee mentorship; and coaching for emotional resilience.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying tact and courtesy; organizing tasks; setting priorities; communicate effectively; on an itinerant basis travels between schools; and building collaborative, supportive relationships.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds, some pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

KSDE License with Special Education Area  
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses

FLSA Status  
Exempt

Approval Date

Salary Grade