

WILTON PUBLIC SCHOOLS

POSITION DESCRIPTION: Instructional Coach

PRIMARY FUNCTION

The Instructional Coach will serve as a transformational teacher leader. He/she is responsible for supporting the implementation of the district's curricula, assessment practices, and instructional frameworks through job-embedded professional learning. The Instructional Coach provides leadership in teaching and learning by supporting and advancing the district's strategic priorities.

ILLUSTRATION OF KEY DUTIES

1. CURRICULUM, ASSESSMENT, AND INSTRUCTION – Guides and supports teachers in developing their ability to analyze and reflect upon their teaching and its effects on student learning. In collaboration with administrators and coordinators, supports professional growth by engaging teachers in a variety of formal and informal professional learning activities, including:
 - on-going, purposeful cycles of collegial coaching that incorporate goal-setting, modeling/demonstration, observation, feedback, and reflection;
 - instructional effectiveness team meetings and/or SRBI meetings that support data analysis, collective inquiry, and reflective dialogue on shared professional practice;
 - classroom visitations or “learning walks” that strengthen group reflection and inform planning;
 - workshops that facilitate access to, sharing, construction, and analysis of information on theories, research, and models of teaching and learning;
 - blended learning that increases the possibilities for personalizing, differentiating, and deepening professional learning;
 - non-evaluative, collegial support for goal-setting, planning, and reflection for the Professional Evaluation and Learning (PEAL) program.
2. ORGANIZATIONAL SUPPORT – Schedules time to:
 - respond to inquiries about curriculum, assessment, and instruction;
 - locate and disseminate instructional materials and resources;
 - support the integration of technology into curriculum, assessment, and instruction;
 - provide oral and/or written updates on the status of coaching goals and cycles;
 - participate in the curriculum development process;

- provide any additional support to teachers that is needed to ensure the effectiveness of the teaching and learning process.
3. COMMUNICATION AND PUBLIC RELATIONS – Maintains effective lines of communication with all stakeholders and interprets the instructional program to various constituencies. Provides oral and written reports to the Assistant Superintendent for Curriculum and Instruction, the Superintendent, and the Board of Education as requested.
 4. MANAGEMENT – Assists coordinators and administrators in researching, ordering, and allocating program resources and materials.
 5. PROFESSIONAL ACTIVITIES – Serves on standing and special committees in the schools and community when assigned, and attends parent-teacher meetings (in consultation with principals) and other activities of a professional nature. Participates in professional learning activities, including summer workshops, to develop and enhance skills in coaching and content-specific pedagogy.
 6. GENERAL – Perform other duties as assigned by the Assistant Superintendent for Curriculum and Instruction or designee.

WORK YEAR AND COMPENSATION

The work year and compensation is according to the agreement between the Board of Education and Wilton Education Association. Any additional work or training during the summer or holidays will be compensated according to the provisions of the agreement.

QUALIFICATIONS

1. The candidate shall have demonstrated ability to collaborate with administrators, faculty, students, and the community.
2. The candidate shall have a minimum of 3-5 years of outstanding classroom performance along with extensive experience and expertise in the designated program areas.
3. The candidate shall have extensive knowledge of digital learning theory and the demonstrated ability to seamlessly integrate technology into the instructional process.
4. The candidate shall have had successful previous experience in instructional leadership.
5. The candidate shall demonstrate a level of professional competence and creative leadership necessary to inspire staff and effectively execute the duties and responsibilities indicated in the position description.
6. The candidate shall have a Master's Degree and teaching certification appropriate to the position.