ELEMENTARY INSTRUCTIONAL COACH
JOB DESCRIPTION

Salary: North Carolina State Teacher Salary Schedule plus local supplement and benefits

Job Goal: This individual will work in an elementary school or schools as a coach to teachers for the purpose of complete implementation of Buncombe County Schools’ Instructional Program. The Coach will facilitate the implementation of Buncombe County Schools’ Instructional Program with assigned teachers and will assist with the implementation of best practices through demonstration lessons, observation of teachers who are changing instructional practices, reflective sessions following observations, and the organization and delivery of professional development activities. As a Coach, the teacher will: (1) analyze his/her assigned teachers’ current learning and knowledge of Buncombe County Schools’ Instructional Program; (2) assess what else the teachers could learn; and (3) provide professional training and support in a way that the assigned teachers become more independent in their own learning and are able to use the new procedures demonstrated through the professional training.

QUALIFICATIONS:
The Coach must hold an appropriate North Carolina Teaching License and be considered Highly Qualified. The Coach must demonstrate successful implementation of Buncombe County Schools’ Instructional Program. The Coach must have five years teaching experience in Buncombe County Schools.

PERFORMANCE RESPONSIBILITIES:
• The Coach will assist assigned teachers with the development of instructional practices that produce proficient learners.
• The Coach will provide assistance to teachers through a strength-based approach; assistance to teachers will be provided in positive terms.
• The Coach will not evaluate their assigned teachers; that duty remains with school-level administrators.
• The Coach will assist with on-going professional development during and after the school day.
• The Coach will fulfill assigned duties from the Director of Elementary Education, Principals, or designee at the central office level.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:
• Physical Requirements: Must be physically able to sit, stand, walk, and drive a car. Must be able to lift boxes up to 20 pounds. Physical demands are for Light Work.

• Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

• Leadership: Requires the ability to assess teaching practices and provide information to teachers in a way that is strength based. Requires the ability to meet deadlines established by the Principal and the Title I Director. Requires the ability to bring groups of individuals to consensus when decisions must be made about instructional practices.
• Interpersonal Communications: Requires the ability to speak to people in a way that demonstrates their strengths. Requires the ability to communicate with a solution-based approach for teachers who must make instructional changes.

• Language Ability: Requires the ability to read data collection and reporting forms. Requires the ability to read and implement best practices from professional journals and educational research.

• Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

• Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

• Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add, subtract, divide, and multiply. Requires the ability to understand mathematical concepts necessary to teach children problem solving skills.

• Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and space.

• Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using computers and other technology.

• Manual Dexterity: Requires the ability to handle a variety of items such as maintenance of equipment. Must have minimal levels of eye/hand/foot coordination.

• Color Discrimination: Requires the ability to differentiate between colors or shades of color.

• Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under average levels of stress.

• Physical Communications: Requires the ability to talk and hear.

**TERM OF EMPLOYMENT:** 10 Months

**EVALUATION:** Performance will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**INSTRUCTIONS TO APPLICANTS:** Fill out an online application on the Buncombe County School’s website: [www.buncombe.k12.nc.us](http://www.buncombe.k12.nc.us)

BUNCOMBE COUNTY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER