



Address:
30 West Pershing Road
Suite 402
Kansas City, MO 64108

Phone:
(816) 241-6200
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(816) 241-6201
Website:
www.frontierschools.org

Job Description: Assistant Instructional Coach (Central Office)

SUMMARY:

Position : Assistant Instructional Coach
Description : Assist instructional coach to support assigned teachers in the implementation of research-based strategies and curricula by demonstrating and supporting exemplary instructional practices.
Reports to : Instructional Coach
Department : Academics
Job type : Full time
Classification : Exempt
Calendar Type : 11-month (Calendar 2)

QUALIFICATIONS:

- Bachelor's degree from accredited institution
- Minimum of four years of K-12 teaching experience
- Teacher certification
- Instructional leadership/coaching/mentoring experience in a K-12 setting is preferred
- Master's degree in Education is preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist Instructional Coach to perform following duties and responsibilities:

- Conduct classroom visits to support teachers in classroom management and instructional strategies
- Conduct pre- and post-conferences with teachers
- Recommend to the principals growth areas for teachers who need intervention or mentoring
- Work with teachers on effective lesson plans and provide feedback to teachers on their lessons
- Develop strategies to reach district/campus student goals
- Analyze school and district assessment data for each student groups and suggest solutions to the campus administrators and teachers
- Guide teachers on re-teaching or focusing on standards that students have not mastered based on assessment data
- Organize district, campus, department trainings



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- Provide one-to-one training to newly hired teachers
- Conduct model lessons, when needed
- Train teachers on effective classroom management and instruction strategies implementation, effective intervention strategies, intervention programs used in campus
- Assist teachers to incorporate current technology into classroom to produce better outcomes
- Track the progress of teachers on pace of the curriculum, professional growth of teachers, PBL implementation, grading policies and practices, intervention plans
- Work with campus department chairs to ensure the quality and effectiveness of lesson plans
- Ensure that teachers have the necessary materials and tools for instruction
- Prepare campus and district report on the implemented programs and services provided to teachers
- Perform other duties as assigned.

SKILLS AND ABILITIES:

- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internal and external to the district.
- Ability to organize special programs for assigned campus.
- Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.
- Ability to analyze data.
- Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require occasional light lifting.
- Nights and weekend activities will be occasionally required.
- Position is in office setting and may involve prolonged work at a desk in one location.
- Excessive travel is required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements, physical demands, work conditions and environment listed above are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.