



## Job Description: Instructional Coach

Reports to: School Dean, Executive Director	Supervises: none
Employment: Full-time, 11-month	FSLA Status: Salaried, Exempt
Payment Rate: According to Certified Teacher Salary Schedule	

### OVERVIEW OF EXCELSIOR CLASSICAL ACADEMY

Excelsior Classical Academy is a tuition-free public charter academy with a rigorous, college-preparatory, liberal arts focus. Excelsior means “higher” in Latin, and at Excelsior, we strive for continuous improvement in academics and character. We will help each student reach higher by providing a rigorous, rich curriculum in an environment that promotes responsibility, integrity, diligence, and excellence.

We firmly believe in making this educational option accessible to all students in the Durham area. We intentionally pursue diversity in our Board, our staff, and our student population. Our goal is to reflect the diversity of the Durham area. In order to allow anyone who wants to attend our academy to do so, we

- offer busing
- provide free or reduced-price lunch to those who qualify
- provide assistance with uniforms to those who qualify
- offer a Before- and After-School Program

### POSITION OVERVIEW

The Instructional Coach, having both content and instructional expertise, will work as a colleague with classroom teachers to support student learning and teacher practice. The Instructional Coach will focus on individual and group professional learning that will expand and refine the understanding of research-based effective instruction for teachers. In order to meet this purpose, the Instructional Coach will provide personalized, 1:1 support based on the goals and identified needs of individual teachers.

### POSITION SPECIFICS

- Support the mission, philosophy, and vision of Excelsior Classical Academy
- Facilitate the intellectual and professional development of teachers with a focus on improving student achievement
- Create positive relationships with teachers and assistant teachers
- Communicate and demonstrate researched-based instructional practices that result in increased student performance.
- React to change productively and handle other tasks as assigned.

- Provide individualized, classroom-based coaching with participants to support them in implementing good instructional practices.

#### GENERAL RESPONSIBILITIES:

- Demonstrate a willingness to assume leadership positions
- Provide organized, individual and/or group learning opportunities for teachers as needed
- Provide support in analyzing student assessment data
- Assist teachers with designing instructional decisions based on assessment data when requested
- Assist teachers with specific classroom activities when requested
- Provide support for classroom motivation and management strategies
- Assist teachers in creating materials that are in alignment with the curriculum
- Provide teachers resources related to instruction and curriculum
- Provide assistance in researching instructional and/or curriculum issues
- Model effective, differentiated instruction when requested
- Provide encouragement and emotional support to teachers
- Encourage ongoing professional growth for all teachers
- Manage time and schedule flexibly to maximize teacher schedules and learning
- Work positively toward meeting identified school improvement goals
- Assist with the development of instructional practices and assessments
- Develop and maintain a confidential, collegial relationship with teachers and assistant teachers
- Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in the observed classroom
- Perform duties as assigned by the School Dean and the Executive Director
- Participate fully in professional development for coaches, including peer observations, professional research and reading, and inquiry sessions
- Assist teachers in aligning their teaching with appropriate standards, curriculum, and assessments
- Work collaboratively and collegially with other Instructional Coaches and Interventionists

#### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

We seek a dynamic teacher leader who works collaboratively and creatively with colleagues in various curricular areas and divisions. Candidates should be passionate about the mission of Excelsior.

- Bachelor's degree required; Advanced degree strongly preferred
- Minimum of eight years of successful teaching experience
- Current North Carolina Teaching License required
- Demonstrated knowledge of North Carolina content standards
- Experience in research-based instructional practices.
- Previous coaching or teacher leadership experience

- Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations
- Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment, and instructional strategies
- Deep knowledge of reading, writing, literacy development, and/or math
- Deep knowledge of and experience in:
  - Instructional strategies
  - Conditions of Learning
  - Assessment driven instruction (teaching/learning process)
- Outstanding presentation and facilitation skills
- Demonstrated ability to communicate in a professional manner both orally and in writing
- Demonstrated interest and engagement in professional learning and reflection
- Demonstrated strength in organization, communication skills, and efficiency in meeting deadlines
- Demonstrated ability to function as a positive collaborative member of a team
- Demonstrated professional behavior, including discretion, judgment, and integrity.
- All prospective employees must be able to clear a background check

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus
- Frequently required to sit, stand, and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks
- Average memory, taking into consideration the amount and type of information
- Moderate level of complexity for decision-making; average time pressure of decision-making
- The noise level in the work environment is usually moderate

NOTE: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with

disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Excelsior does not discriminate on the basis of race, color, ethnicity, national origin, disability, religion, creed, gender, gender expression, or sexual orientation. Excelsior Classical Academy is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.*