



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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Instructional Coach

Primary Function

Coordinate and facilitate training and ongoing support for teachers with the goal of expanding proficiency, creating classroom instructional excellence, and improving the overall performance of students.

Organizational Relationship

Instructional Coaches report directly to the Assistant Superintendent for Academics, and work collaboratively with the Curriculum Coordinator and D219 K-12 Administrators.

Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Instructional Coaches (STEM) require a mathematics endorsement or equivalent background. Science and/or technology endorsement(s) or equivalent background, preferred.
- Instructional Coaches (ELA) require a reading specialist and/or Language Arts endorsement or equivalent background. Social Studies endorsement or equivalent background, preferred.
- Instructional Coaches (ELL) require an ESL endorsement or equivalent background.
- Instructional Coaches (ALP) require gifted education seminar training or equivalent background
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality
- Successful experience in working collegially with teachers on the analysis of instructional practice and student progress
- Successful experience as a staff developer, preferred
- Master teacher with extensive training and successful experience in effective instruction in the classroom
- Knowledgeable about current research on effective instructional strategies in assigned core content areas

Assigned Responsibilities

1. Provide content knowledge, resources, guidance, and training on the use of district adopted instructional materials in the assigned content areas including teaching strategies, assessment of student skills and interpretation of assessment results.
2. Research and provide supplemental materials for the use by the district, school, and teachers in the assigned content areas including teaching strategies, assessment of student skills, and interpretation of assessment results.
3. In collaboration with administrators and teachers, analyze student data, diagnose instructional needs, and identify research-based instructional strategies to address achievement gaps.
4. Provide job-embedded professional development for teachers using a variety of strategies including individual discussions, coaching sessions, demonstration lessons with pre- and post-discussion/analysis, study groups, staff meetings, and professional development programs.
5. Collaborate with teachers to identify the instructional needs of students, to set learning goals and targets, and to problem solve with teachers to develop best practices for continuous academic growth of students.
6. Provide specific training and support on integration and differentiation strategies that enable teachers to meet the needs of all learners.
7. Assist teachers in developing classroom management strategies that foster a climate conducive to academic achievement for all students.
8. Manage and distribute instructional resources to teachers and provide training on the use of those resources.
9. Support the implementation of technology and innovative strategies in the classroom.
10. Serve as a liaison for District 69 with District 219 regarding assigned content areas. Work collaboratively with CFC to ensure fidelity of implementation.
11. Assist with the district professional development program.
12. Perform other related tasks as assigned by the Assistant Superintendent for Academics.

Work Year: 180 work days plus 20 additional days. Salary and work year established in accordance with the Agreement between the Board of Education of District 69 and the Skokie Education Association (SEA)

Evaluation: Performance of this job will be evaluated in accordance with the District 69 Teacher Evaluation Plan and in accordance with the provisions of the SEA Contract.