



TITLE: SCHOOL LEVEL CURRICULUM AND INSTRUCTION COACH

QUALIFICATIONS:

1. Bachelor's degree or higher
2. Maintain a valid teaching and/or administrative license
3. A minimum of three years teaching and/or administrative experience
4. Knowledge and understanding of the Mississippi College and Career Readiness Standards
5. A commitment to the DCPC program goals

REPORTS TO: Superintendent, DCPC Liaison, and Curriculum and Instruction Coordinator

SCOPE OF WORK:

The School Level Curriculum and Instruction Coach will work with teachers in PLC meetings and after school on individualized professional development. The coach will support new and struggling teachers at the high school and elementary levels. The coach will support teachers in at least one of the following areas: classroom management, instructional practices, curriculum, data analysis, and assessment practice.

JOB GOAL: Support teachers in planning lessons, teaching strategies, and analyzing assessments

PERFORMANCE RESPONSIBILITIES:

1. Follows all Hollandale School District, DCPC, and Mississippi Code policies and procedures
2. Works collaboratively with all HSD and DHA staff.
3. Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality with reports and communications, grades, records, and in reporting to work; performs assigned duties, strives to meet school goals; commands respect by example in appearance, manners, behavior, and language).
4. Work with teachers, the Curriculum and Instruction Coordinator, and administrators to analyze student assessment data and design action steps to increase students' achievement.
5. Support teachers in developing and implementing assessments that align with said calendar.
6. Work with teachers and the Curriculum and Instruction Coordinator to develop formative assessments that aligns with the Mississippi College and Career Readiness Standards.
7. Co-facilitate professional development, ensuring that all teachers and administrators understand the HSD curriculum and instructional strategies.

8. Engage in classroom observations and provides teacher with timely, precise, and meaningful feedback.
9. Report to the Curriculum and Instruction Coordinator.
10. Engage in professional development to advance knowledge and skills.
11. Provide strategies and timely feedback to teacher in at least one of the following areas: classroom management, instructional practices, curriculum, data analysis, and assessment practice.
12. Implement feedback from staff, parent, student, and community members regarding curriculum and instruction.
13. Guide development, implementation, and evaluation of orientation and in-service training programs for professional personnel.
14. Engage and help design and facilitate a New Teacher Induction Program.

DELIVERABLES:

1. Assessments
2. Lesson Plans
3. Unit Plans
4. Meeting Minutes and Sign-In Sheets
5. Professional Development Materials
6. Observation Feedback and Coaching Logs
7. Weekly Work Log

TERMS OF EMPLOYMENT: Salary and work year established by Hollandale School District

EVALUATION: Performance of this job will be evaluated biannually by the Superintendent and DCPC Liaison