

Crossroads Charter Schools
Job Description: Instructional Coach
Direct Supervisor: Principal

Position Summary:

Crossroads Charter Schools staff are innovative, compassionate and thrilled to be a part of a community of excellence. Crossroads Charter School staff is comprised of motivated individuals with a keen interest in encouraging and inspiring students to love learning and excel both academically and socially.

The primary responsibility of our instructional coach is to train, coach, and offer support for teachers in implementing learner-driven approaches based on the latest education research on best practices through on-site professional development. The ideal candidate will have a strong background in both English language arts and math instruction.

Position Responsibilities:

- Collaborate with teachers to identify, share, and coach best practices for reaching all students including students with disabilities, ELL, and other specialized needs.
- Provide educators professional learning opportunities to equip each teacher and school leader with the ability to use formal and informal student data to refine instructional strategies and plan and provide appropriate small group or individualized instruction and interventions.
- Assist the faculty in the data team process, the creation of common formative assessments, the ongoing review and refinement of curriculum and learning objectives and the implementation of the response to intervention (RTI) strategies.
- Help ensure the learning environment is dynamic and conducive to high-level learning.
- Support educators with analyzing student performance, examining students' educational plans and needs, and assess students' high school, college- and career-readiness.
- Meet at least monthly with each grade level to mentor, model, demonstrate, and implement blended learning, project based learning, and co-teaching best practices.
- Provide teachers and administrators with professional learning on the use of student data including identifying trends and gaps in student mastery of content and how to develop targeted plans to address identified trends and needs.
- Research lessons, articles, innovative instructional practices and books in order to assist teachers in designing relevant learning experiences.
- Attend and participate in school leadership team meetings.
- Plan, assist, and implement professional development, support digital curriculum implementation, and model personalization strategies.
- Assist educators in making the critical shift to be a facilitator of student learning.
- Support the creation of personalized learning environments including modeling blended learning approaches and instructional strategies.
- Provide follow-up to classroom observations, walkthroughs, coaching, and feedback to staff.
- Promote the school's educational programs through online resources and social media.
- Act in a professional and ethical manner at all times and comply with school policies.
- Performs other duties and responsibilities as assigned by their supervisor.

All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

Skills and Qualifications:

- Bachelor's or Master's in the field of education with a valid MO teaching license
- Master's degree in School Administration preferred
- Minimum 4 years of experience as a classroom teacher
- Demonstrated success in the areas of teacher leadership, coaching, curriculum development, technology infused instruction, project based learning, GAFE, professional development, data teams, and formative assessments
- Knowledge of the Missouri Learning Standards and Common Core Standards
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities

- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check and drug screening.

Key Working Relationships in Addition to Supervisor:

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Assistant Principal, Executive Director