



**Job Title: INSTRUCTIONAL COACH (Pershing High School)**

**Reports to:** Principal

**Primary Purpose:**

The Instructional Coach serves as part of the Leadership Team and be responsible for bringing evidence-based practices into classrooms by working with and supporting teachers and administration with the goal of increasing student engagement, improving student achievement, and building teacher capacity. He or she works as a colleague with classroom teachers to support student learning. The Instructional Coach focuses on individual and group professional development that will expand and refine the understanding about researched-base effective instruction. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

**QUALIFICATIONS**

**Education/Certification**

- Master's Degree
- Appropriate Michigan State Teaching Certification or eligibility for such certification

**Essential Functions:**

- Facilitates the intellectual and professional development of teachers.
- Creates positive relationships with teachers and administrators.
- Communicates and demonstrates researched-based instructional practices that result in increased student performance.
- Communicates effectively with all members of the school district and community.
- Reacts to change productively and handle other tasks as assigned.
- Supports the value of an education.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors and outdoors year-round.

5. Must work in noisy and crowded environments

**General Responsibilities:**

1. Demonstrate willingness to assume leadership positions.
2. Demonstrate knowledge of researched-based instructional strategies that engage all students.
3. Provide organized, individual and/or group learning opportunities for teachers as needed.
4. Demonstrate knowledge using a variety of assessment tools.
5. Demonstrate a thorough knowledge of curriculum and subject matter.
6. Provide support in analyzing student assessment data.
7. Assist teachers with designing instructional decisions based on assessment data.
8. Assist teachers with specific classroom activities when requested.
9. Provide support for classroom motivation and management strategies.
10. Assist teachers in creating materials that are in alignment with curriculum.
11. Monitor intervention programs by observing and meeting with teachers.
12. Provide teachers Internet links related to instruction and curriculum.
13. Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
14. Provide assistance in researching instructional and/or curriculum issues.
15. Model lessons when appropriate.
16. Provide encouragement and emotional support to teachers.
17. Encourage ongoing professional growth for all teachers.
18. Manage time and schedule flexibility that maximizes teacher schedules and learning.
19. Work positively toward meeting identified district and building improvement goals.
20. Assist with development of district curriculum, instruction and assessments.
21. Develop and maintain a confidential, collegial relationship with teachers.
22. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
23. Obtain advance approval of the Principal for unique activities and expenditures.
24. Attend workshops/conferences to learn about new innovative instructional strategies.
25. Adhere to all district and building health and safety policies.
26. Understand that job responsibilities may vary related to each building's needs.
27. Perform duties as assigned by the Principal

**Method of Application: All interested candidates should submit a letter of application and current resume to:**

Dr. MiUndrae Prince  
Assistant Chancellor  
Human Capital, Equity, and Accountability  
Education Achievement Authority of Michigan  
3022 West Grand Boulevard, Suite 14-652  
Detroit, Michigan 48202

By E-mail to: [mprince@eaaofmichigan.org](mailto:mprince@eaaofmichigan.org)

**Employee Signature Date**

NOTE: By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all- inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.