

Western Gateway Elementary School
Job Description
Instructional Coach

<https://www.westerngateway.es/>

Job Title: Instructional Coach

Job Classification: Exempt

Salary: Based on experience & qualifications

Contract Length: 195 Days

Supervisor: Head of School

JOB SUMMARY:

The instructional coach is a key school leader dedicated to supporting teachers and school leaders in delivering a rigorous and engaging academic experience that drives exceptional student growth and achievement. Working closely with the Head of School and the administrative team, the instructional Coach plays a pivotal role in shaping curriculum and assessment strategies, promoting data-driven instruction, and providing targeted feedback to foster teacher development and enhance academic outcomes. Through structured coaching cycles, the instructional coach will collaborate with educators to refine teaching practices, address student needs, and ensure continuous improvement and growth in instructional quality.

EDUCATION/EXPERIENCE

Demonstrated expertise in literacy & mathematics development, curriculum & instruction, student learning, test & data analysis, mentoring, and professional development as demonstrated by an advanced degree/training, or career experience. Demonstrated expertise in a dual-language program with the ability to provide support to teachers, staff, students, and families in both the Spanish and English languages. Interpersonal skills (communication, problem-solving, conflict management, collaboration) to share research-based instructional approaches with adult learners and provide advice, mentoring, and coaching. Demonstrated professional commitment to instructional best practices that foster active learning, critical thinking, and high expectations for student accountability, resulting in accelerated academic growth and achievement. Preferred qualifications include experience with the NWEA MAP testing program and I-Station Assessment, Minimum of Master's Degree in Education or related field. At least five (5) years or more of progressively responsible experience is preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Curriculum and Assessment

1. Collaborate with general education, special education, specials teachers, and student support staff to maximize students' academic and social-emotional development, aligning with WGES's objectives and educational expectations to drive academic achievement and growth.
2. Share instructional strategies to support rigorous standards-based teaching aligned to Oklahoma Academic Standards and the WGES Academic Plan. Collaborate with administration on how to regularly monitor, adjust, and evaluate the implementation of the school's action plan based on short and long-term goals for student outcomes.
3. Partner with general education, special education, and support staff to ensure assessments are aligned and administered according to the school's academic plan.

Data-Driven Instruction

1. Works with instructional leadership team and teachers to provide technical assistance in the collection, analysis, and interpretation of student achievement data.
2. Conducts deep analysis of disaggregated data for each student subgroup, or special population and supports teachers in facilitating this analysis during PLCs.
3. Supports the Head of School and instructional leadership team in identifying the strengths and areas of growth needed for students, teachers, and the school community.

Teacher Development and Feedback

1. Attends professional development as required. Attends all site professional development and PLC meetings as assigned by the Head of School and/or Director of Instructional Services.
2. Conducts meetings at least monthly in support of the needs of new teachers on campus.
3. Model research-based instructional strategies and observe classroom teachers to provide targeted support in implementing the school's academic objectives, utilizing Oklahoma Academic Standards, and effectively using curriculum resources provided by WGES. In addition to observations and modeling, coaches will facilitate planning conferences and debriefing sessions to ensure continuous growth and alignment with instructional goals.
4. Prescribe and create job-embedded professional development for staff using a range of data to inform what professional development is needed.
5. Provide job-embedded professional development on best practices in instructional strategies that increase student achievement, instruction, assessment, technology, and equity.
6. Develops and monitors evidence-based interventions for students requiring Tier II support, adjusting the intensity and duration as needed. Models Tier II/III interventions, including whole-class and small-group instruction, to ensure effective delivery. Collaborates with the instructional leadership team to oversee and support the implementation of targeted interventions and enrichment, driving student growth and continuous improvement.
7. Collaborates with the instructional leadership team to analyze performance data, identify trends, assess needs, and strategically allocate resources to prioritize areas for improvement and support student success.
8. Performs other duties as assigned.

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings, and other professional activities.
2. Actively participates in various student and parent activities that occur in school including PTA, student clubs, and after-school activities and events.
3. Supports the creation of an effective learning environment by guiding teachers in designing functional, purposeful, and engaging displays, bulletin boards, and activity/learning centers that enhance student engagement and learning.
4. Performs any other related duties as assigned by the Head of School.

COMMUNICATION REQUIREMENTS:

Frequent telephone and in-person contact with the school administration, teaching and office staff, parents, volunteers, and community representatives for the exchange of information and services, and general problem-solving.

1. Disseminate general information and education materials effectively and timely.
2. Attend regularly scheduled meetings to maintain collaborative efforts across all programs.
3. Leverage strong interpersonal skills to provide guidance and mentorship to teachers and staff.
4. Possesses expertise in effective instructional practices for English Language Learners, students with disabilities, and gifted and talented students, ensuring equitable support for diverse learners.
5. Presentations to staff and parents for purposes of training, education, and information.
6. Preparation of any reports for the Head of School, WGES Board, and the Oklahoma State Department of Education as requested.

Evaluation

Performance of this job will be evaluated by the school Head of School or Director of Educational Services using informal and formal observations conducted multiple times each year.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a Bachelor’s or Master’s degree in education or a related field. Must possess or be eligible for Oklahoma Teaching Certification with appropriate endorsement to teach Elementary School and/or Early Childhood. **Should possess near-native proficiency (oral and literate) in both Spanish and English and have a high degree of cultural competency.** Must possess familiarity with second language acquisition pedagogy. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public. Must have Five (5) years of successful teaching experience or equivalent. Must possess knowledge of adult learning theory and experience leading teachers in the area of effective instructional delivery across the curriculum.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Dependent on grade level and subject; may include instructional assistants, volunteers, and tutors.

Supervision Received: Head of School, Director of Educational Services

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise, or change this job description and related duties at any time.

This document does not create an employment contract, implied or otherwise, other than an at-will" relationship.

Approvals:

Head of School Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date