

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 2.08**

**Position Title:** Instructional Coach-Secondary

**Reports To:** Assistant Superintendent for Curriculum and Instruction

**SUMMARY**

Assists the Assistant Superintendent in the effective and efficient implementations of District's initiatives, programs, and curriculum in order to improve classroom instruction and student achievement.

**QUALIFICATIONS/REQUIREMENTS**

The Instructional Coach shall have completed a Master's degree in Education with extensive coursework and experience in instructional practices. Classroom teaching experience of 5-7 years is preferred with a valid Missouri teaching certificate.

**ESSENTIAL JOB DUTIES**

- Assists 6-12 teachers with improving techniques for instruction and improving overall student achievement.
- Analyzes data to revise existing curriculum and instructional practices to improve student achievement.
- Demonstrates ability to analyze and utilize current research.
- Provides instructional strategies and various tools to aid the instructional process.
- Observes teachers and provides feedback and/or demonstration lessons.
- Assists with overall evaluation of District initiatives and programs and develops strategies for improvement.
- Coordinates and provides staff development opportunities.
- Provides for new teacher training.
- Assists in the development of district common assessments.
- Assists with acquisition of appropriate textbooks and instructional materials.
- Assists with the administration of MAP testing.
- Provides leadership to meet the MSIP standards in curriculum and instruction.
- Demonstrates effective administrative skills, communications skills, organizational skills, problem-solving and decision-making skills.
- Demonstrates positive, professional relationships with district personnel, parents and community.
- Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Works collaboratively to ensure student success.

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**OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate school related duties as assigned.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with the current salary schedule and District Policies. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with District policy on evaluation of instructional staff.