Mountain Christian School

## **Assistant Principal / Instructional Coach**

## **Reports To**

The Assistant Principal / Instructional Coach will report to principal and to the school board.

## **Job Overview**

The Assistant Principal/Instructional Coach will work within the school to support, equip, mentor, and train teachers. Furthermore, they will work with the principal to lead the school, helping with the day-to-day administrative needs of the school. Finally, they will work with the school intervention team on all stages of the intervention process, collaborating with teachers, parents, and the school reading specialist to ensure students are receiving the most effective intervention possible.

## **Responsibilities and Duties**

*Administrative Assistance*

* Work with the administrative staff to plan school events, create an efficient schedule, and pursue school improvement where necessary.
* Assist school administration in maintaining school-wide policies and enforcing school rules consistently for all students.

*Instructional Management*

* Instructional Coach will conduct quarterly walk-through observations and provide feedback that facilitates teacher reflection and growth.
* Provide individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners.
* Instructional Coach will work with school administration to design and provide professional development focused on improving alignment and delivery of the written, taught, and tested curriculum to increase student success and close performance gaps.
* Manage and distribute instructional resources to teachers and provide training on the use of those resources.
* Encourage and support the implementation of technology in the classroom.
* Study school curriculum and find effective supplements where necessary.

*Intervention Leadership*

* Form a school intervention team with qualified professionals from community and facilitate regular intervention team meetings.
* Coordinate and facilitate intervention team meetings to review student cases, brainstorm intervention ideas, and design intervention plans.
* Work with the teachers in the development, monitoring, and implementation of student intervention plans.
* Meet with student parents to review, explain, and implement student intervention plans.
* Work with the Blue Ridge Special Education department to initiate, coordinate, and complete necessary student testing and/or IEP meetings.
* Work with teachers and administration to analyze student data, diagnose instructional needs, and identify research-based instructional strategies to close achievement gaps.
* Equip and train teachers on benchmark testing procedures and methods.
* Ensure that student benchmark testing is consistent across all classrooms.
* Work with reading specialist to ensure students are receiving effective support that works seamlessly with classroom instruction.

*Miscellaneous*

* Step into the classroom as a substitute teacher when necessary.
* Plan and teach an elective class to junior high students twice a week.
* Be willing to perform some administrative duties when necessary such as hall monitoring and end-of-day student pick-up.