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, the school reading specialist, and district special education personnel 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.
- Work with administration to develop, communicate, and enforce discipline plans for individual students when necessary.
- Communicate with parents and teachers regarding student disciplinary infractions and assigned consequences.
- Work with administration to determine curriculum, equipment, and supplies needed for all teachers and staff; ensure

Teacher Support
- Train, lead, and inspire teachers and staff
- Conduct informal quarterly walk-through observations and provide feedback that facilitates teacher reflection and growth.
- Work with school administration to conduct formal teacher evaluations.
- Provide individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners.
- Work with teachers to solve classroom instructional or resource problems.

Instructional Management
- 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.

- Conduct placement testing on incoming students and communicate the results to parents, teachers, and administration.
- 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.
- Coordinate yearly schoolwide achievement testing, training teachers to administer testing and planning logistics of student testing.

Intervention Leadership
- 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.
- Administer placement testing for new students and give recommendations on grade level placement to administration and parents.

Miscellaneous
- Step into the classroom as a substitute teacher when necessary.
- Plan and teach an elective class to junior high students twice a week.
- Plan and teach one Jr. High class a day if necessary.
- Be willing to perform some administrative duties when necessary such as hall monitoring and end-of-day student pick-up.
- Attend monthly school board meetings.