

Instructional Coach / Administrative Assistant

Reports To

The Instructional Coach / Administrative Assistant will report to MCS Principal.

Job Overview

The Instructional Coach/Administrative Assistant 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 lead the school curriculum team, working to on mapping and aligning MCS curriculum to ensure teachers are supported and students are receiving a consistent, excellent education.

Responsibilities and Duties

Administrative Assistance

- Work with the administrative staff team 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.

Instructional Management

- Instructional Coach will conduct monthly 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.

Curriculum Team Leader

- Study school curriculum and find effective supplements where necessary.
- Facilitate a regular curriculum team meeting to examine new curriculum options and brainstorm effective curriculum implementation.
- Work with administration and teachers to continue curriculum mapping and alignment with Arizona state standards and Iowa testing across all curriculum and grades.

School Intervention Leader

- Work with teachers and administration to analyze student data, diagnose instructional needs, and identify research-based instructional strategies to close achievement gaps.
- Facilitate benchmark and yearly assessments, conducting teacher training as appropriate.
- 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.
- 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 Show Low Special Education department when necessary to initiate, coordinate, and complete necessary student testing and/or IEP meetings.
- Administer placement testing for new students and give recommendations on grade level placement to administration and parents.

Miscellaneous

- Work with MCS administrative team to plan and coordinate weekly chapel services.
- Oversee Teacher Aide program and coordinate schedule changes as necessary.
- Step into the classroom as a substitute teacher when necessary.
- Plan and teach an elective class to junior high students twice a week for two quarters per year.
- Perform some daily administrative duties such as hall monitoring and end-of-day student pick-up.
- Attend monthly school board meetings.