CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Instructional Coach**
Building/Department	**Assigned School Building**
Supervised & Evaluated By	**Coordinator of Special Programs**

Position Details:
Days Per Year: **184**
Hours Per Day: **School Day**

Employment Status:
- ☑ Full-Time Employment
- ☐ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☐ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☑ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☑ Exempt
- ☐ Non-Exempt

Job Description Updated:
9/15/2025

Minimum Qualifications and Credentials Required:

- Bachelor's Degree; Indiana Teaching License
- Highly Effective Teacher
- Early Literacy Endorsement
- Higher-order relationship building skills
- Experience facilitating professional development opportunities.
- Excellent communication and organizational skills.
- Demonstrates a growth mindset
- Exhibits strong rapport with colleagues.
- Demonstrates a commitment to continuous professional growth by independently seeking out, engaging in, and applying current research, professional learning opportunities, and evidence-based practices to improve instructional coaching and student outcomes.

Position Overview:

The Instructional Coach serves as a building- based instructional leader that supports teachers to strengthen instructional practices and improve- student learning through a student-centered coaching model. This role emphasizes using student evidence to guide coaching cycles, co-plan instruction, and measure the impact of instructional practices on student outcomes. The Instructional Coach partners with teachers and administrators to effectively implement district curriculum, instructional priorities by building teacher capacity and ensuring that coaching conversations remain focused on student learning rather than teacher performance.

The Instructional Coach does not participate in formal teacher evaluation. The role is designed to build professional capacity through trust, collaboration, and instructional expertise.

Essential Functions:

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1. Support the implementation of district-adopted curriculum, pacing guides, and instructional frameworks
2. Collaborate with teachers and administrators to:
    - foster a reflective culture focused on continuous improvement
    - Use questioning and facilitation skills to promote teacher thinking and independence
    - gradually release responsibility to build teacher ownership of instructional decisions
    - expand educator's knowledge of the science of reading and science of learning research,
    - implement professional development on high-quality instructional practices aligned with science of learning research,
    - Support Tier I differentiation efforts, including the flexible grouping model,
    - assist in instructional planning with individuals and groups of teachers,
    - model research-based instructional strategies in classrooms,
    - conduct mini and full coaching cycles that target student outcomes,
    - strengthen instruction for diverse learners, including students with disabilities and multilingual learners.
    - provide training on the use of formative assessment data to drive classroom instruction based on science of learning, and
    - ensure that student achievement and growth data is routinely collected, reported, and used to drive instructional decisions at the school and classroom levels.
3. Collaborate with teachers, grade-level teams, and district leaders in the development, revision, and refinement of curriculum maps.
4. Ensure curriculum maps are aligned to state standards, pacing expectations, and essential learning outcomes.
5. Support the vertical alignment of standards across grade levels to ensure coherence in instruction and skill progression.
6. Assist in translating curriculum maps into instructional planning and classroom practice
7. Collaborate with school leaders and stakeholders to:
    - model continuous learning, maintain current progress, and serve as a thoughtful leader for student literacy and mathematics instruction in the school.
    - maintain a non-evaluative role, ensuring trust and confidentiality with teachers.
    - support school-wide initiatives related to curriculum, assessment, and instruction.
    - serve as a professional resource and mentor for teachers, including new staff.
8. Maintain current school-level data and anecdotal records on coaching cycles and work with teachers and administrators.
9. Engage in continuous growth and development in learning in the field of early literacy and mathematics coaching pedagogy and practice.
10. Read, analyze, and interpret professional journals, articles, and texts.
11. Participate in district coaches collaboration and professional development.

12. Perform other tasks and additional responsibilities as assigned consistent with the purpose of the position.

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