



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Coordinator, Academic Instructional Coaches
Payroll/Personnel Type:	12 Month
Reports to:	Deputy Superintendent of Academics

Position Summary:

The Coordinator of Academic Instructional Coaches will provide support to the Academic Instructional Coaches with the main emphasis being in the areas of teaching and learning, effective coaching techniques, classroom supports, and professional development. The Coordinator of AICs ensures coaches are effectively operating in the Ten Roles of Coaching: Resource Provider, Data Coach, Curriculum Specialist, Instructional Specialist, Mentor, Classroom Supporter, Learning Facilitator, School Leader, Catalyst for Change, and Learner.

Essential Functions:

- Have a working knowledge of effective coaching models to support teaching and learning.
- Responsible for maintaining data in compliance with Title I requirements, including coaching logs and reflections.
- Make regular reports to the Deputy Superintendent of Academics on the status of AICs at each school site.
- Conduct collegial walkthroughs with AICs at their school sites, providing additional, differentiated support to the coaches including professional learning experiences and frequent communication.
- Assist AICs in preparing district-wide and school-based professional learning experiences that are high-quality and based on needs.
- Provide assistance in researching instruction and/or curriculum issues.
- Coordinate and facilitate collaboration between Central Office departments and the AICs.
- Ensure usage of district systems to document classroom walkthroughs and coaching cycles.
- Promote and monitor usage of district systems for data analysis, data management, observations, and professional development.
- Manage time and schedule flexibility that maximizes AIC schedules and learning.
- Work positively toward meeting identified district goals.
- Work collaboratively and collegially with other coaches, curriculum specialists, and district specialists.
- Recognize and celebrate AIC achievement and professional growth and success.
- Oversee AIC Mentor program to ensure newly-hired AICs have supports and resources.
- Report AIC performance to principals based on the Performance Based Coaching Evaluation.
- Collaborate with principals to evaluate AICs utilizing the Performance Based Coaching Evaluation Tool.
- Perform other duties as assigned

Experience:

- Minimum of 5 years successful classroom teaching experience
- Administrative or Coaching experience (preferred)
- Experience in research-based instructional practices.

Education:

- Master's Degree in Education



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- Missouri State Teachers Certificate in the appropriate teaching area
- Administrative or Reading Certification (preferred)

Knowledge, Skills, and Abilities:

- Ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations.
- Skill and strength in organization, communication skills, and efficiency in meeting deadlines
- Demonstrated outstanding presentation and facilitation skills
- Demonstrated ability to function as a positive collaborative member of a team
- Demonstrated interest and engagement in professional learning and reflection
- Proficiency with technology used in coaching role (PD/OBS 360, MyLearningPlan, etc.)
- Ability to write reports with proper format, punctuation, spelling and grammar.
- Ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.
- Ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.
- Ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Ability to differentiate colors and shades of color.
- Ability to inspect items for proper length, width and shape visually.
- Ability to coordinate hands and eyes in using automated office and departmentally-related equipment.
- Ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc.
- Ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.