



## **Instructional Coach – State-Funded Auxiliary Position**

### **Job Description**

#### **Position Overview**

The Instructional Coach is responsible for working with students who have a wide range of learning abilities and challenges. The primary focus of this position will be to serve students in grades 6-12. This position is funded through the School's state-funded auxiliary program; as such, the Instructional Coach will be an employee of the Educational Service Center of Lorain County. The Instructional Coach reports directly to the Director of Student Services.

#### **Type of Position**

The Instructional Coach position is a full-time, exempt position that is paid an hourly salary (for 10 months of the year) as determined by the Educational Service Center of Lorain County. Offered benefits are determined by the Educational Service Center of Lorain County.

#### **Required Professional Qualities**

- Holds, at a minimum, a Bachelor's degree in special education or education.
- Holds an Ohio Department of Education and Workforce professional teaching or intervention specialist license.
- Demonstrates technology literacy and proficiency and is willing to integrate technology into student learning.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.
- Ability to lift and carry or otherwise move up to 25 pounds.

#### **Essential Job Functions**

- Works with administration and colleagues to maintain a classroom/program that reflects the rigor and excellence of ODCS instruction.
- Works physically in the school building, as deemed appropriate, and willing to provide online instruction if so directed.
- Collaborates with ODCS teachers and administration to provide grades 6-12 student support.
- Assists in the collection, recording and reporting of data for providing appropriate interventions.
- Understands appropriate instructional practices for both pull-out and push-in educational experiences for students with specific needs.
- Communicates student progress with parents, teachers, counselors, and administrators.
- Proficiently plans, instructs and assesses all students, using current standards for best practices.
- Develops and implements ODCS academic support plans, service plans and 504 plans.
- Instructs students in academic subjects using a variety of techniques to reinforce learning and to meet students' varying needs and interest.
- Maintains accurate and complete student records and prepares reports on students and activities, as required by laws, district policies, and administrative regulations.
- Mentors teachers who work with students with disabilities.
- Effectively manages individual students or groups of students to provide an environment for learning and to ensure the protection of students, equipment, materials and facilities.

- Commits to keeping abreast of current research and practices in the field(s) of instructional studies delivered to students.
- Maintains a clean, attractive and organized work space.
- Responds in a timely and professional manner to parent communications.
- Maintains confidentiality of student information.
- Participates in continuous professional development through professional reading, college course work, in-services, workshops and conferences.
- Attends all school/divisional professional development or staff meetings as required.
- Performs any and all other job-related duties as assigned or required.