**Hobbs Municipal Schools Job Description**

**Position:** Secondary Instructional Coach (ELA, SS, Science and Math)

**Supervisor:** Principal/Assistant Principal/ Deputy Director for Secondary Instruction

**General Job Description:**

The Secondary Instructional Coach will work with the AP Coordinators, High School Principals, Junior High

Principals, Counselors, the Deputy Director for Secondary Instruction, Students, Pre-AP and AP Vertical Team Members to insure the Advances placement Incentive Program is implemented in a way that insures student learning and promotes success in the Advance Placement testing program. Plan and implement staff development activities to share strategies, and to train teachers with a variety of applications. Provide teaching sessions to model appropriate teaching strategies in classrooms. In addition, provide assistance and support to teachers in the assessment of students’ skills.

**Qualifications:**

1. A bachelor’s degree.
2. A valid New Mexico teaching license with endorsements as needed.
3. Highly Qualified Status
4. Level II or III preferred
5. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Accurately demonstrate knowledge of the content area and approved curriculum.
2. Appropriately utilize a variety of teaching methods and resources for each area taught.
3. Communicate with and obtain feedback from students in a manner that enhances student learning and understanding.
4. Comprehend the principles of student growth, development, and learning, and apply them appropriately.
5. Utilize student assessment techniques and procedures.
6. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
7. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
8. Demonstrate a willingness to examine and implement change, as appropriate.
9. Work productively with colleagues, parents, and community members.
10. Meet professional requirements and responsibilities.
11. Interface with AP coordinator, AP teachers, vertical team members, principals, and other staff to successfully implement the AP incentive program.
12. Plan and provide technical and curriculum assistance for teachers.
13. Lead the vertical team of teachers.
14. Advise, assist, and consult with building counselors and principals on recruitment of students into the Advance Placement program.
15. Work with AP secretary on ordering AP material. Oversee supplies and other necessary administrative details.
16. Assist in assuring Pre-AP and AP training, test prep and tutoring sessions.
17. Improve the quality of classroom instruction.
18. Work directly with building principals in assisting evaluation of Pre-AP and AP teachers.
19. Chair steering committee.
20. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
21. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.
22. Conduct cycles which include pre-conferring, observing, analysis of data, and conferring with the teacher.
23. Analyze instructional practice and provide meaningful land timely feedback to educators.
24. Plan collaboratively with educators for the continuation, modification, or addition of specific skills and stratifies in response to feedback and data;
25. Model in the classroom as a means of providing specific demonstration of specific instructional techniques, strategies, or approaches;
26. Co-teach in the classroom as a means of providing support and guidance to teachers in the context of modeling and coaching;
27. Plan, implement, and evaluate professional development in the content areas that take into account adult learning principles;
28. Exhibit effective interpersonal skills that reflect respect for others and understanding of the importance of collegial interactions for promoting student learning.
29. Using assessment data from multiple measures, especially from formative assessments, to guide instruction and make decisions about coaching.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Safety and Health Requirements:**

1. Child Abuse/Substance Abuse Workshop 2. Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.