

Job Title: Instructional Coach Mentor (PIIC)

Qualifications:

1. Ability to develop, market and expand emerging services:
 - a) Evidence of ability to strategically plan including needs assessments, research of existing products/services, and action planning
 - b) Ability to promote products and services
 - c) Willingness to pursue entrepreneurial efforts including funding, partnerships and increased service requests.
2. Valid PA Level II teaching certificate plus Master's Degree in education-related field; administrative experience beneficial
3. Five years teaching experience in the public school system, with evidence of strong instructional practices:
 - a. Evidence of implementing research-based instructional practices resulting in improved student achievement
 - b. Specific knowledge of, evidence of use with students, and the ability to articulate why reading, writing, speaking and listening skills and strategies are critical components of classroom instruction
 - c. Demonstrated skills in collecting, organizing and analyzing data to inform instructional decisions
 - d. Knowledge of teacher resources available in various content areas
 - e. Knowledge of and experience working with diverse learners, including English Language Learners, gifted, students with IEPs, homeless and other at-risk populations
4. Experience planning and facilitating professional learning opportunities, which include providing support to teachers through instructional coaching, mentoring, professional development, technical assistance, and/or classroom demonstrations, as well as workshops and online staff development sessions
 - a. Knowledge and application of adult learning theory
5. Demonstrated competency in a leadership role
 - a. Evidence of program management and organizational skills
 - b. Demonstrated skills in problem solving, listening, collaboration and diplomacy
 - c. Excellent oral, written communications, and interpersonal skills with the ability to communicate with a variety of audiences, including teachers, administrators, school boards and parents
 - d. Demonstrated ability to facilitate, manage and direct school reform processes
 - e. Evidence of strong sense of professional demeanor
6. Knowledge of current state and national education initiatives targeted at improved student engagement and achievement
 - a. Knowledge and experience working with PA Standards-Aligned System, including the demonstrated ability to apply the concepts and tools associated with each element individually and to synthesize the interrelationships collectively
 - b. Experience using PDE's school improvement planning tools, including eStrategic Plan and Getting Results
7. Demonstrated facility with current technology tools for instruction, communication, and office applications
8. Commitment to lifelong learning, including a demonstrated passion for exploring new ideas
9. Willingness and ability to work flexible hours/schedules

11. Ability to travel to and from IU sites and other locations using reliable personal transportation.
12. Able to sit at a desk for extended periods of time without discomfort.
13. Able to lift up to 25 pounds of equipment and supplies needed for job duties.

Responsibilities:

PIIC Coach Mentor

1. Conducts regularly scheduled site visits to each school in which instructional coaches are located.
2. Provides one-to-one mentoring support to individual coaches.
3. Collaborates with the school leadership team to identify the school's teaching and learning needs by analyzing appropriate data and developing a plan that articulates problem-solving actions and goals – in coordination with other district, IU or PDE personnel associated with the individual school or district's planning processes.
4. Facilitates high quality professional development for coaches, administrators, teachers and others to address identified instructional needs.
5. Engages in reflective practice and supports each instructional coach as they examine and reflect on their practice.
6. Provides resources and support for the instructional coaches as they plan and lead professional study groups.
7. Supports instructional coaches as they monitor student achievement data to determine the impact of instructional strategies on the learning of all students.
8. Builds confidential relationships with the instructional coaches to maintain a high level of trust between the coach and mentor.
9. Participates in professional development activities that enhance knowledge of research-based instructional practices across all subject areas and to improve mentoring skills.
10. Assists instructional coaches and administrators with the identification of materials, tools and information that supports effective instruction.
11. Collaborates with and supports coaches in planning and implementing Standards-Aligned Systems to improve student achievement.
12. Develops effective procedures for communicating information about the impact of instructional coaching on student learning to the entire school community.
13. Maintains records of contacts and activities with school-based instructional coaches.
14. Provides data relative to the efficacy of the Coach Mentor role.

Employment Terms

This is a contract position funded by grants. While the potential for growth into a permanent position exists, no guarantee of employment beyond 6/30/2012 will be provided.