



NEW: 07/01/2020  
Submitted: 06/09/2020

JOB TITLE:	INSTRUCTIONAL COACH EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4438
BARGAINING UNIT:	CERT

**SCOPE OF RESPONSIBILITIES**

Provides support, assistance and advice to District school staffs in the area of Early Childhood.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Analyzes a variety of child level and classroom level assessment data to make decisions about professional development needs
- Develops and provides professional development and training that will directly impact school readiness
- Provides support and coaching of teachers that will design and implement rigorous lessons that are aligned to the standards
- Provides support of teachers that will create assessments that are directly aligned to the standards
- Designs and implements a plan to use multiple sources of data to intervene with students and adjust practices
- Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap.
- Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategies plans and initiatives.
- Provides feedback to appropriate administrators and school staff on implementation and compliance with state and federal guidelines.
- Provides technical assistance for staff to facilitate activities for Early Childhood students transitioning to kindergarten; provides technical to teachers and other staff in the area of effective instructional and classroom management techniques
- Provides technical assistance to school-based staff in the area of curriculum implementation
- Develops and provides age-appropriate hands-on classroom materials for early childhood instructional staff; reviews teaching plans of classroom instructors
- Conducts regularly scheduled classroom visitations to demonstrate effective early childhood teaching methods
- Performs health services if needed for which training will be provided
- Performs other duties assigned by supervisor and evaluated by Specialist Child Development and Education
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is performed while walking or standing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights

**MINIMUM QUALIFICATIONS**

- Master's degree with valid Kentucky Teaching Certificate
- Three (3) years of successful teaching experience in the area of early childhood or early primary grades

Ability to work successfully with people
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Interdisciplinary Early Childhood Education Certification
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Demonstrated ability to write distinctly and to organize data
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Experience in planning, developing, and conducting in-service programs
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Experience in a diverse workplace
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