



Organization Details

Organization Information The mission of Silver Grove Independent is to work together to see that all children reach their highest potential. Silver Grove provides an enriched learning environment for students Preschool-12. In addition to the core curriculum, we offer our students general education, art, humanities, computer technology, business education, dual credit, Spanish, character education, and various Extended School Services, Gifted/Talented, various reading programs, half-day Kindergarten, college placement and special programs are also provided to meet the individual needs of our students. Opportunities to participate in academic and extracurricular activities are available to all students. We also have programs in place to prepare students for taking the ACT and SAT tests and strategies and then practice assessments. Our District has a combined Family Resource and Youth Service Center offers outstanding services to our students and families. To apply: visit our district website at <http://silvergrove.kyschools.us> employment tab. Complete the appropriate application and hit submit.

Organization Website <http://www.silvergrove.kyschools.us/>

Organization Address 101 W Third St
Silver Grove, KY 41085

Job Details

Vacancy ID 20172018 - 07789

Position Category Curriculum Specialist

Title Instructional Coach

Description District wide instructional coach

Comments None

Start Date 07/01/2018

Posted Date 05/30/2018

Vacancy Type Full-Time

Grade Level P-12

Organization Silver Grove Independent

Sub Organization(s) District wide

Subject Area(s) None

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Silver Grove Independent

Job Description - Instructional Coach

TITLE: Instructional Coach

QUALIFICATIONS: Valid Kentucky teaching certification for elementary and/or middle and/or high school. A minimum of five (5) years successful classroom teaching experience. Certificate in instructional leadership preferred, or, consultant certificate, or working toward certification.

REPORTS TO: Superintendent

JOB GOALS: To provide direct support and technical assistance to school staff in district-wide initiatives and in planning and implementing an educational program that will improve student achievement.

Alignment of Curricula, Instruction, and Assessment

- Assists administration to promote the educational development of each student, and the professional development of the total staff
- Assists school leadership to implement Professional Learning Communities for the specific purpose of continued monitoring of students' achievement and the alignment process
- Work with administration to ensure implementation and evaluation of all aspects of the PLC
- Plans and provides job embedded professional development for teachers on current educational issues
- Assists teachers in organizing classrooms for effective learning
- Work with administration to ensure the production and implementation of written curricula that is aligned with Kentucky's mandated curricular documents
- Work with administration to engage teachers in curriculum development/refinement/evaluation activities
- Provides direct support and technical assistance to staff in instructional areas including lesson preparation and modeling lessons
- Studies and keeps up-to-date on the most current educational methods by attending conferences and visiting schools; share with staff/school and district leadership for implementation
- Works with administration and school staff to coordinate the implementation of district wide diagnostic assessments
- Assist teachers in analyzing data to enhance student achievement across grade levels

- Work with teachers and administration to evaluate textbook/resource selection for adoption
- Collaborates with library-media and technology services in purchase and selection of materials and media for classroom use

Professional Responsibilities

A. Improves and maintains professional skills

- Attends conferences and seminars related to areas of responsibilities.
- Participates in required training programs and required meetings.
- Researches practices and trends related to areas of responsibility.
- Works toward state, district, and school goal achievement.
- Attempts to share educational ideas with fellow educators and staff.
- Maintains a high degree of competency in the use of technology.

B. Demonstrates a sense of professional responsibility

- Completes all records and reports accurately and on time
- Manages time wisely
- Is punctual and reports to work regularly
- Carries out duties in accordance with established job descriptions
- Selects appropriate channels for resolving concerns and problems
- Implements the policies and procedures of the district; follows federal and state laws governing educational programs
- Provides input into school/system planning, decision making, committee activities and project completion
- Strives to keep the public, schools and others aware and involved in program development and evaluation
- Attends to assigned responsibilities in a prompt manner
- Promotes and participates in organizations and/or other meetings designed to improve relationships with the public and staff
- Demonstrates effective communication skills in the presentation of information
- Assumes responsibility for additional duties as assigned by the superintendent
- Follow the Kentucky Certification Code of Ethics

Interpersonal Relationships

A. Demonstrates positive interpersonal relationships with the staff

- Encourages suggestions from the staff
- Gives and receives constructive criticism and praise appropriately
- Is accessible to staff
- Interacts frequently with the staff in a mutually respectful and friendly manner
- Demonstrates self-control
- Is flexible, reasonable and cooperative

- Displays self-confidence
- Demonstrates positive interpersonal relationships with other administrators and the community
- Demonstrates professional courtesy
- Works cooperatively with others
- Responds effectively to concerns
- Treats people fairly, equitably, and with dignity and respect
- Demonstrates appreciation for and sensitivity to the diversity in the school community

B. Technology

- Uses terminology related to computers and technology appropriately in written and verbal communication
- Ensures appropriate research-based instructional practices related to the integration of technology are included in the school's instructional program
- Follows Board policy, laws and regulations in the use of computers and technology in both professional and personal activities
- Facilitates the lifelong learning of self and others through the use of technology