

# Fairborn City Schools

July 10, 2023

## POSITION VACANCY ANNOUNCEMENT – Re-post

**POSITION:** Instructional Coach  
Fairborn High School

**QUALIFICATIONS:**

- Valid Ohio Educator License (7-12)
- Minimum of five years of successful high school classroom teaching experience
- Successful experience in facilitating adult learning
- Outstanding presentation and facilitation skills
- Strong organizational skills
- Desire to be an Instructional Leader
- Demonstrated experience and skills in collecting and analyzing data to develop action plans

**RESPONSIBILITIES/DUTIES:**

- See attached job description

**DISTRICT:** Fairborn City Schools

**COUNTY:** Greene

**APPLICATION DEADLINE:** Until Filled

**CONTACT:** Gary Walker, Director of Certified HR/Student Services  
[gwalker@fairborn.k12.oh.us](mailto:gwalker@fairborn.k12.oh.us)  
937-878-3961, ext 1124

### ADDITIONAL DATA

Screening for interviews may occur based upon the number of applications. Such screening may also be based upon experience, certification, recommendations, or other qualifications.

Copy to: All Buildings  
FEA President  
Central Office

**FAIRBORN CITY SCHOOLS BOARD OF EDUCATION  
JOB DESCRIPTION**

Position: Instructional Coach  
Reports to: Site Administrator and Director of Curriculum & Instruction  
FLSA Status: Exempt  
Note: The lists below are not ranked in order of importance

**JOB DESCRIPTION:**

The Instructional Coach will support all K-12, or as designated, staff in the implementation of the Instructional program. The Instructional Coach will work directly with teachers in schools providing classroom-based demonstrations, collaborative and one-on-one support, and facilitating teacher inquiry and related professional development. The Instructional Coach will focus on enhancing teachers' ability to provide instruction that builds students' sense of engagement in the ownership of learning. The Instructional Coach will also work with administrators and teachers to collect and analyze data, interpret, and use it to guide instructional decisions.

**REQUIRED QUALIFICATIONS:**

1. Valid Ohio Educator License.
2. Minimum of five years of successful K-12 classroom teaching experience
3. Successful experience in facilitating adult learning
4. Successful experience as a mentor
5. Outstanding presentation and facilitation skills
6. Strong organizational skills
7. Desire to be an Instructional Leader

**DESIRED QUALIFICATIONS**

1. Master's degree
2. Successful K-12 classroom teaching experience in the content area of coaching responsibility

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Communicate effectively in written and oral form using positive interpersonal skills to share research based instructional approaches with teachers and administrators and provide advice, mentoring and coaching
2. Utilize effective data-based problem-solving skills
3. Demonstrate effective collaboration skills
4. Employ effective coaching skills
5. Coach teachers in effective instructional strategies in a variety of content areas
6. Use effective strategies for differentiating instruction
7. Exhibit knowledge of standards-based curriculum
8. Integrate technology in classroom instruction
9. Participate in workshops, seminars, conferences and/or advanced coursework which further advance knowledge of current trends in instruction

**PERFORMANCE RESPONSIBILITIES:**

**Instructional Program**

1. Create a Instructional environment conducive to effective instruction
2. Facilitate instruction based on current reading/study/thinking research throughout the total instructional program
3. Demonstrate (model) learning strategies in classrooms
4. Evaluate Instructional needs within various subject areas and collaborate with teachers and administrators to interpret, use assessment data to improve instruction, and problem solve

5. Use assessment data to assist administrators with placement of students in appropriate instructional or intervention programs
6. Lead faculty in the selection and use of a range of assessment tools as a means to make sound decisions about student Instructional needs as related to the curriculum and to instruction
7. Guide teachers to collect and analyze data and develop action plans in response to determined student needs.
8. Conduct regular meetings with classroom teachers to examine student work and monitor progress in order to support teacher reflection and action
9. Assist classroom teachers with analysis of formal and informal assessment data on their students to determine student response to instruction
10. Provide, upon request, individual diagnostic testing
11. Assist the school's curriculum personnel in planning for and implementing the accountability goals associated with the School Improvement Plan
12. Work with the Building Leadership Team, School Instructional Team, and other constituent groups to determine the school's strengths and needs for improvement in the area of Instructional in order to improve students' skills and content area achievement
13. Assist teachers with planning, sequencing, and scaffolding of instruction
14. Participate in team reviews concerning academic progress of at-risk students who are not responding to interventions
15. Work with feeder pattern staff to assure articulation from primary to intermediate to middle school and from intermediate to middle to high school
16. Attend scheduled meetings and parent conferences
17. Assist the district and school's curriculum personnel in providing services to special populations

### **Professional Development**

1. Provide inservice training and follow-up coaching to assist classroom teachers in the use of learning strategies in their classrooms
2. Work with teachers individually, in collaborative teams, and/or with departments, providing practical support on a full range instructional strategies in the designated content area
3. Observe and provide feedback to teachers on instruction related to content instructional development and content area knowledge
4. Participate in district-level inservice meetings and assisting in the coordination of district level in service offerings
5. Continue professional growth and strengthen professional teaching knowledge, skills, and strategies through an ongoing program of workshops, seminars, conferences, and/or advanced course work
6. Maintain and share professional and reading/learning materials related to the content area and which reflect current research
7. Provide staff development for teachers, volunteers, parents, paraprofessionals, administrators, and other appropriate personnel as needed
8. Coordinate school-based professional development in Instructional aligned with the district's CCIP, OIP plans, and any other .

### **Professional Responsibilities**

1. Encourage Instructional and life-long learning
2. Maintain and promptly submit accurate, complete, and correct records and reports as required by law, by grant regulations, by district policy, and by administrative directives
3. Facilitate or serve as a member on school Instructional groups and committees
4. Establish rapport with faculty and staff
5. Work to promote productive relationships with and among school staff
6. Attend and participate in all required meetings
7. Uphold school rules, administrative regulations, and Board policies
8. Take all reasonable and necessary precautions to protect students, equipment, and facilities

**Other**

1. Perform other duties as assigned

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: