



## Progress Partners Instructional Coach Job Description

*The Lutheran Schools Partnership (TLSP) exists to serve Lutheran Schools and glorify Jesus Christ with vital services which promote enrollment growth, secure third-source funding, achieve academic excellence, and develop teachers and administrators.*

### Position Description

The Progress Partners Instructional Coach will assist the TLSP Academic Excellence Coordinator, Progress Partners Coordinator, and their assigned school(s) in supporting the implementation of high-quality academics. In this role they will provide instructional coaching support to teachers in identified areas of growth. The Instructional Coach will also coordinate with the vested stakeholders and leadership regarding the weekly management of school-based program initiatives and other related assigned duties.

### Professional and personal traits

Professional and personal traits expected of the Instructional Coach include integrity, competence, critical thinking, creativity, and strong communication skills.

### Duties and Responsibilities

Instructional Coaches will:

- maintain a weekly presence in and become an integral part of the assigned partner school(s);
- attend two monthly Progress Partners team meetings;
- engage in the classroom by demonstrating, observing, and coaching all teachers in the assigned school(s);
- support teachers and teacher leaders in all assigned school(s) and build capacity for school-based leadership;
- attend and support all professional development sessions as indicated;
- familiarize principals with concepts, pedagogical practices, and the project objectives;
- facilitate whole group sessions, grade-level band meetings, and concept-specific breakout sessions for each school and at professional development meetings, as needed;

- collaborate with other Progress Partners, Program Coordinator, and the Academic Excellence Coordinator;
- support the writing of unit plans, including uploading plans to Atlas, as needed;
- fulfill all hourly in-school and on-campus commitments weekly;
- maintain consistent communication with Program Coordinator, Academic Excellence Coordinator, school leadership, and all vested stakeholders; and
- complete all paperwork, logs, and reports (anecdotal notes daily, and others built into meeting times).

This position is subject to annual renewal. The position spans the school year calendar (generally mid-August through end of May) and may require some work during school breaks and over the summer.

### Qualifications

- Bachelor's degree required. Master's degree/advanced study within the educational field preferred.
- Valid professional educator's license.
- Minimum of four years teaching in k-8 public, charter, or private schools required, experience in Lutheran schools preferred.
- Previous coaching experience preferred.
- Excellent relationship-building, problem solving, and collaboration skills.
- A proven record of supporting academic excellence.
- Excellent oral and written communication skills.
- Proficient level of technology skills aligned with job responsibilities.

### Compensation

Position is renewable on a year-by-year basis, pending funding and successful performance and reviews. Salary is set at \$35 per hour, for a minimum of 34 weeks. Hours are dependent upon the school or schools where a coach is employed. Positions vary between 8 and 30 hours.

Please submit a cover letter and resume by June 14, 2021 via email to Alicia Levitt at [alicial@tspartnership.org](mailto:alicial@tspartnership.org)

Or by mail to

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