



## **Instructional Coach For Mathematics**

### **POINTS OF INTEREST**

- Four- day work week: Focus is open Monday through Thursday;
- Stable, successful school environment with over 12 years of successful academic offerings
- Professional, effective, friendly staff and administration
- Administrative staff members are former teachers.
- Full-time with excellent retirement benefits (STRS), health, dental, life, and vision insurance.

### **RESPONSIBILITIES**

**Work cooperatively with School Director, Special Ed Director, CTE Director, Curriculum Director, Media Arts Director, Director of Student Services and all school staff**

- Under the supervision of a certified teacher, oversees and administrates the established curriculum, i.e., text book driven, adjusting for modifications needed or required for differences in student learning styles
- Under the supervision of a certified teacher, teaches instructional subjects according to guidelines established by the Ohio Department of Education and administrative regulations
- Under the supervision of a certified teacher, implements appropriate instructional and learning strategies, activities, materials and equipment to ensure comprehension of learning styles and student needs
- Collaborates with special education teachers on student Individual Education Plans to ensure all modifications are met
- Possess or has the ability to acquire a working knowledge of curriculum, instruction and technology to ensure delivery of the instructional process
- Creates a rich learning environment for all students to learn and employ effective behavioral management processes to maintain an effective learning experience
- Helps students assess and enhance their study methods and habits
- Produces formal and informal testing to evaluate student success
- Coordinates and manages extracurricular duties as assigned
- Sponsors outside activities approved by the Director

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- Prepares classroom to enhance learning and to aid in physical, social and emotional development of students
- Manages and guides student behavior in agreement with school policy
- Ensures necessary and reasonable measures are taken to protect students, equipment, materials and facilities
- Establishes communication and rapport with parents, students and fellow teachers
- Presents information accurately through clear communication skills
- Gathers, manages and files all reports, records and other documents required
- Communicates and collaborates with all staff members on issues concerning students, staff, and facility
- Oversees attendance procedures and ensures compliance with all attendance activities
- Refers students and informs appropriate personnel of critical student issues
- Immediately alerts any safety concerns, such as suspicion of weapons or drugs to appropriate personnel

## **QUALIFICATIONS**

Bachelor's Degree preferred.

Associates Degree required.

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