



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Academic Instructional Coaches
Payroll/Personnel Type:	12 Month
Job #:	
Reports to:	Chief Academic Officer
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Director of Academic Instructional Coaches will oversee and lead the district's instructional coaching program, ensuring the effective implementation of research-based coaching practices across K-12 schools. The Director will guide the K-12 AIC Coordinator for Learning and Growth and Academic Instructional Coaches (AICs) in their support of teachers to improve instructional quality and student achievement, with a particular emphasis on literacy, data-driven instruction, and coaching fidelity. This role involves the design and delivery of professional development, coaching evaluations, and coordination of AIC support to align with district-wide instructional priorities.

Essential Functions:

1. Leadership and Program Oversight

- a. Provide visionary leadership to the Academic Instructional Coaching program, ensuring alignment with district strategic goals and instructional initiatives, particularly in literacy and data-informed teaching.
- b. Supervise and evaluate the performance of the K-12 AIC Coordinator and the Academic Instructional Coaches, ensuring high-quality support to teachers and effective coaching practices.
- c. Develop and maintain systems for tracking and reporting on the progress of coaching activities, including the effectiveness of AICs in impacting student achievement and teacher growth.

2. Professional Development and Capacity Building

- a. Design and deliver ongoing professional development for AICs, focused on evidence-based coaching strategies, literacy instruction, data analysis, and reflective practices.
- b. Support AICs in the development and facilitation of professional learning experiences for teachers that align with district goals and address specific school needs.
- c. Stay abreast of current educational research and trends, ensuring AICs have access to the latest instructional strategies and resources.

3. Coaching Accountability and Data Management

- a. Implement an accountability structure for AICs, including regular performance reviews, coaching logs, video submissions, and data-driven evaluations, ensuring adherence to the district's coaching framework.
- b. Oversee the use of district systems for documenting coaching activities, observations, and professional development (e.g., Frontline, Illuminate), ensuring accurate and timely data entry.

4. Collaboration and Support

- a. Collaborate with district leadership, principals, and department heads to coordinate coaching efforts and align them with school and district goals.
- b. Provide ongoing coaching and feedback to the K-12 AIC Coordinator and AICs through classroom walkthroughs, observation of coaching sessions, and analysis of coaching data.



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- c. Facilitate collaboration among AICs, team leads, and district specialists to ensure cohesive and consistent coaching practices across schools.
- 5. Program Development and Continuous Improvement**
 - a. Lead the development and refinement of the instructional coaching program, ensuring that coaching strategies and supports are responsive to the evolving needs of the district and its schools.
 - b. Create structures for collaborative planning and reflection among AICs, fostering a culture of continuous improvement and professional growth.
- 6. Evaluation and Reporting**
 - a. Collaborate with principals to evaluate AICs using the Performance-Based Coaching Evaluation Tool, seeking input on their impact on instructional quality and student outcomes.
 - b. Generate and present reports to district leadership on the progress and impact of the AIC program, including the effectiveness of coaching cycles, professional development efforts, and alignment to district priorities.
- 7. Other Duties as Assigned**
 - a. Perform other duties related to the advancement of the district's instructional goals as directed by the Chief Academic Officer or other district leadership.

Knowledge, Skills, and Abilities:

- Expertise in instructional coaching models, adult learning theory, and data-driven instruction.
- Strong organizational, leadership, and interpersonal skills, with the ability to collaborate effectively across multiple departments.
- Ability to manage and analyze coaching data to inform decisions and improve outcomes.
- Excellent communication skills, both written and verbal.
- Familiarity with district systems for tracking coaching and professional development (e.g., Frontline, Illuminate).

Experience:

- Minimum of 5 years of experience in instructional coaching, educational leadership, or a similar role.
- Demonstrated experience leading district-wide instructional programs, including coaching, literacy initiatives, or professional development.
- Strong background in data analysis, literacy instruction, and the Science of Reading.

Education:

Master's degree in Education, Instructional Leadership, or related field; Ed.D. or Ph.D. preferred.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment



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- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.