



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

Position Title:	K-12 Academic Instructional Coach Coordinator of Learning and Growth
Payroll/Personnel Type:	12 Month
Job #:	8894
Reports to:	Director of Academic Instructional Coaches
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The K-12 AIC Coordinator of Learning and Growth will provide professional development and support to Academic Instructional Coaches with the main emphasis being in the areas of high-impact learning and teaching practices, effective coaching techniques, classroom supports, and data literacy. The K-12 AIC Coordinator of Learning and Growth ensures coaches effectively operate in the Ten Roles of Coaching: Resource Provider, Data Coach, Curriculum Specialist, Instructional Specialist, Mentor, Classroom Supporter, Learning Facilitator, School Leader, Catalyst for Change, and Learner (“Coaches’ Roles, Responsibilities, and Reach,” Killion).

Essential Functions:

- Have a working knowledge and experience of effective coaching models to support teaching and learning
- Maintain data in compliance with Title I requirements, including coaching logs and reflections
- Create and compile regular reports to the Director of Academic Instructional Coaches on the status of AICs at each school site
- Conduct walkthroughs with AICs at their school sites, providing additional, differentiated support to the coaches including professional learning experiences and frequent communication
- Observe AICs coaching teachers and collecting data to provide coaching, support, and professional development in targeted areas
- Assist AICs in preparing district-wide and school-based professional learning experiences that are high-quality and based on needs
- Provide learning experiences and resources to ensure AICs are up-to-date on current research
- Coordinate and facilitate collaboration between Central Office departments and the AICs
- Provide support on usage of district systems to document classroom observations, coaching cycles, and/or other coaching interactions (ex. Frontline)
- Promote and monitor usage of district systems for data analysis, data management, observations, and professional development (ex. Frontline, Savvas, Illuminate, etc.)
- Manage time and schedule flexibility that maximizes AIC schedules and learning
- Work collaboratively and collegially with other coaches, curriculum specialists, and district specialists
- Recognize and celebrate AIC achievement and professional growth and success
- Manage AIC Mentor program to ensure newly-hired AICs have supports and resources
- Report AIC performance to principals based on the Performance Based Coaching Evaluation
- Collaborate with principals to evaluate AICs utilizing the Performance Based Coaching Evaluation Tool
- Work with the Director of AICs to create and maintain a systems approach to coaching
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations
- Skill and strength in organization, communication skills, and efficiency in meeting deadlines.



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- Demonstrated outstanding presentation and facilitation skills
- Demonstrated ability to function as a positive collaborative member of a team
- Demonstrated interest and engagement in professional learning and reflection
- Proficiency with technology used in coaching role (Frontline, Teams, Microsoft Suite, etc.)
- Ability to write reports with proper format, punctuation, spelling, and grammar
- Ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision
- Ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives
- Ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference
- Ability to analyze data and make data-driven decisions

Experience:

- Minimum of 3 years successful classroom teaching experience (required)
- Minimum of 5 years of coaching experience (preferred)
- Experience in research-based instructional practices

Education:

- Master's Degree in Education
- Missouri State Teachers Certificate in the appropriate teaching area
- Administrative or Reading Certification (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Ability to differentiate colors and shades of color
- Ability to inspect items for proper length, width and shape visually
- Ability to coordinate hands and eyes in using automated office and departmentally-related equipment
- Ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc.
- Ability to use both hands for twisting or turning. Must have high level of hand and eye coordination
- 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
- 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.



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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.