



Plymouth Christian Academy

Instructional Coach Job Description

Job Title: Instructional Coach

Overview:

We are seeking a **full-time**, dedicated and experienced **Instructional Coach** to join PCA's team. The instructional coach will work closely with teachers and staff to support the implementation of effective instructional practices and improve student learning outcomes. The ideal candidate will have a strong background in education, exceptional coaching skills, and a passion for supporting teacher growth and development.

Responsibilities:

- Collaborate with teachers to identify areas for professional growth and development related to instructional practices.
- Provide ongoing, job-embedded coaching and support to teachers through observation, feedback, modeling, and co-planning.
- Assist teachers in analyzing student data to identify instructional needs and develop targeted strategies for improvement.
- Design and facilitate professional learning opportunities, workshops, and training to support teachers in implementing research-based instructional strategies.
- Serve as a resource and mentor to teachers, providing guidance and support in areas such as curriculum development, lesson planning, and classroom management.
- Stay current on best practices in education and instructional coaching through professional development, research, and collaboration with colleagues.
- Collaborate with school leadership and the Educational Services team to promote a culture of continuous improvement and student achievement.
- Participate in team meetings, school committees, and professional learning communities to support school-wide goals and initiatives.
- Build positive relationships with teachers, administrators, and other stakeholders to foster a collaborative and supportive school environment.
- Perform other duties as assigned to support the mission and goals of the school.

Oxford Mentor Responsibilities:

- Upload student roster to Oxford's portal and verification sheet.
- Add and delete students throughout the school year.
- Generate and print quick cards for each class.
- Maintain weekly TWI's with each student and record in Power School
- Upload and create accounts in IXL for teachers and students.

- Support teachers with IXL.
- Upload NWEA MAP scores to link with IXL.
- Communicate with Oxford's employees regarding goals and progress.
- Ensure devices are ready for use each week.
- Communicate with teachers on student progress in PASS.
- Complete all responsibilities leading up to and on Count Day every fall and winter.

Personal Qualifications:

The Instructional Coach shall....

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
- Be actively involved and faithful in attendance at a local, church which has a Statement of Faith in agreement with the school's Statement of Faith
- Be in wholehearted agreement with the school's Statement of Faith and Christian philosophy of education.

Professional Qualifications:

- Bachelor's or Master's degree in education or related field (required).
- Valid teaching license or certification (required).
- Minimum of 3 years of teaching experience in K-12 education.
- Previous experience in instructional coaching, mentoring, or teacher leadership (preferred).
- Strong understanding of effective instructional practices and research-based teaching strategies.
- Excellent communication, interpersonal, and collaboration skills.
- Ability to provide constructive feedback and support to teachers in a positive and professional manner.
- Flexibility, adaptability, and a willingness to learn and grow professionally.
- Commitment to equity, diversity, and inclusion in education.
- Proficiency in technology tools and resources for instructional support and data analysis.

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.