



Fort Myers, FL

Mission Statement

Evangelical Christian School's mission is to provide students in preschool through grade twelve an excellent academic education in an environment that honors the Lord Jesus Christ and to challenge students to reach their highest potentials mentally, physically, socially, and spiritually.

JOB DESCRIPTION
LOWER SCHOOL INSTRUCTIONAL COACH

Job Title: Lower School Instructional Coach
Department: Lower School
FLSA Status: Exempt
Employment Status: Full-Time
Reports to: Lower School Principal and Assistant Principal

Purpose:

The Lower School Instructional Coach must be a fully committed Christian, committed to Christian education, growing in the fear of God and the knowledge of our Lord Jesus Christ. The instructional coach works directly with teachers to improve the quality of their instruction and classroom management by providing personalized guidance, feedback, and support. To enhance student learning and behavioral outcomes through better teaching and classroom management practices. Essentially, acting as a mentor and collaborator to help teachers refine their skills and to stay updated with the latest strategies. The instructional coach will be an essential part of the school community and an advocate for teachers and students.

Essential Duties and Responsibilities for the Lower School Instructional Coach include the following:

- Mentor, partner, and consult with teachers and administration
- Facilitate professional development activities and workshops for teachers, administrators, and staff
- Model teaching and behavioral interventions and lessons in the classroom setting
- Focus on individual and group professional learning that will expand and refine the understanding about researched-base effective instruction for teachers
- Provide personalized, one on one support based on the goals and identified needs of individual students and teachers
- Foster collaboration by encouraging teachers to collaborate and lead
- Demonstrate a passion for education reform and leadership
- Track progress by monitoring student and teacher progress
- Provide feedback by offering clear and direct feedback to teachers based on their practice



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- Create a healthy learning environment by collaborating with teachers to assess the classroom and students, identify goals, and choose strategies
- Help teachers use the latest techniques and technologies, and ensure their teaching and classroom management style aligns with the school's values and vision
- Helps teachers improve their teaching and classroom management skills and the quality of their lessons, with the goal of raising student achievement
- Work as a colleague with classroom teachers to support student learning and teacher practice.
- Update and maintain confidential documentation
- Interpret standardized test results for teachers when needed
- Attend and assist school events such as musical programs, student recognition ceremonies, graduation, open houses, etc
- In emergency situations where the Lower School is not able to locate a substitute, the instructional coach would help cover a class as needed
- Other duties as assigned by the Lower School Principal or Assistant Principal

Job Requirements:

Education and Training Requirements

- Personal faith in Jesus Christ and a commitment to the mission of Evangelical Christian School
- Active in a local Bible believing church
- Be in agreement with the school's Statement of Faith and Christian philosophy of education
- Must be a Christian who demonstrates the fruit of the Holy Spirit as stated in Galatians 5:22, and should not be ashamed to share their faith in Jesus Christ with others
- Master's Degree or Bachelor's degree in Education or, willing to obtain a Master's Degree within a 3-year period from an accredited institution
- Previous instructional coaching experience
- Minimum of five years of accredited, successful lower school teaching experience
- Must be eligible to be certified by the Florida Association of Christian Colleges and Schools (FACCS) or willing to complete certification
- Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus and conveying expectations



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- Ability to design and deliver quality professional development for administrators and teachers.
- Outstanding presentation and facilitation skills
- Demonstrated ability to communicate in a professional manner both orally and in writing
- Demonstrated strength in organization and efficiency in meeting deadlines
- Demonstrated ability to function as a positive collaborative member of the team
- Outstanding work ethic, self-directed, motivated, and a life-long learner
- Must abide by the school employee handbook
- Must be flexible and willing to do the multi-tasking that this job requires
- Ability to work independently and prioritize
- Deep knowledge of and experience in: Kagan, Whole Brain, Differentiated Instruction, Nearpod, Mimeo, Google Classroom, STAR Assessments

Technical Requirements:

- *Must possess the ability to read, write, speak and respond effectively to situations
- *Must have computer experience and be willing to learn RenWeb, Internet, Canvas, Pages, Keynote, Numbers, Email, Apple Classroom, Google Classroom, STAR Assessments, Mimeo, Educreations, etc
- *Must be willing to keep up with the changes that are involved with today's technology

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a role that requires standing and/or walking as needed during the school day.

Schedule:

This position is full-time, salaried, exempt, At Will position. Most of the hours required to work are from 7:30 a.m. to 4:00 p.m., Monday through Friday, based on a school year calendar. However, this position requires



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flexibility to stay late and arrive early or work weekends during peak times or special events.

I understand this Job Description and will fulfill the job AT Will Status.

Employee

Date