



JOB DESCRIPTION

JOB TITLE

Seat-Based Instructional Coach

FTE/HOUR ALLOTMENT

.2 FTE

REPORTING STRUCTURE

Reports to: Seat-Based Director

Supervises: N/A

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

Seat-Based Program reception with district-wide business support functions

JOB SUMMARY/PURPOSE

The .2 FTE (up to) Instructional Coach will support CCS in advancing instructional practices and school-wide continuous improvement model through the High-Reliability Schools (HRS) framework, NASOT (New Art & Science of Teaching) instructional model based pedagogical growth goals, Responsive Classroom & The Catalyst approach classroom management approach. This role includes leadership participation, professional development coordination, and direct teacher coaching to enhance student learning outcomes.

Rationale for the Instructional Coach Position:

The establishment of this position addresses a critical need within CCS following the conclusion of the QComp program, which previously supported lead teachers, mentorship, and coaching. The absence of this program will create a gap in professional learning, instructional guidance, and teacher development. This position strategically consolidates and streamlines two previously stipended roles (Catalyst/RC Coach & HRS Lead), creating a more cohesive and sustainable approach to instructional leadership. By absorbing these responsibilities into a single instructional coach role, CCS ensures consistency in professional development, mentoring, and classroom support, ultimately enhancing teacher effectiveness and student achievement.

Key Benefits of the Instructional Coach Position:

- **Sustained Teacher Support:** Provides structured mentorship and coaching to enhance instructional practices.
- **Professional Development Alignment:** Ensures ongoing training and implementation of best practices in teaching and learning.
- **Efficiency & Streamlining:** Merges two existing stipended roles into one, reducing redundancy and improving coordination.
- **Continuity in Instructional Leadership:** Bridges the gap left by the QComp program by maintaining a focus on teacher growth and professional learning.
- **Improved Student Outcomes:** Strengthens classroom practices through targeted coaching and instructional rounds.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

For Students:

- Supporting students to feel appreciated, understood, cared for, while assisting and coaching teachers
- Encourage students to do their best

For Staff & Community:

- Supporting the overall operations and systems of the school through efficient use of time and resources
- Ensuring effective communication with families and community members through professional and necessary communication

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Responsibilities

Leadership & Communication:

- Participate in leadership meetings as requested.
- Serve as the primary point of contact between CCS and Marzano Research for HRS Certification.
- Serve as the school contact for other initiatives, including Responsive Classroom
- Communicate HRS-related suggestions, plans, and progress with the Director and administration.
- Attend HRS Retreats & training opportunities at Sourcewell.

HRS & Professional Development:

- Administer surveys, collect, and organize data related to HRS certification.
- Handle all administrative tasks associated with the HRS certification process.
- Participate in professional development on the Marzano model.
- Organize related professional development opportunities for CCS staff.
- Organize instructional rounds for teacher observations and feedback.

Classroom Observations & Teacher Support:

- Coordinate with the Director to schedule classroom observations, ensuring alignment with school initiatives.
- Clearly communicate objectives and purposes of classroom visits.
- Provide post-observation feedback and strategies for teachers.
- Assist teachers in setting and monitoring goals for instructional model based pedagogical growth goals and individual growth goals in management practices Catalyst and Responsive Classroom.
- Organize Catalyst team visits and recommend external training sessions.

Professional Development & Best Practices:

- Inform staff of upcoming professional development opportunities.
- Instruct staff on best practices for Responsive Classroom implementation.
- Decide upon and coordinate at least one school-wide initiative refresher class annually.
- Recommend teachers and paraprofessionals for additional training opportunities.

Other Duties:

- As assigned.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Treating all families, visitors, and staff with kindness, understanding, and cultural sensitivity
- **Excellence:** Maintaining high standards of customer service and operational efficiency
- **Learning:** Continuously improving processes and staying current with school operations and technology
- **Integrity:** Handling sensitive information appropriately and maintaining honest, transparent communication
- **Community:** Creating a welcoming environment that promotes belonging and partnership with families

REQUIRED QUALIFICATIONS

Education

- Licensed PELSB MN teacher, Bachelor's Degree Minimum
- School Initiative certifications

Experience

- Classroom Teaching Experience 5+ years

Qualifications & Skills:

- Experience and/or training with instructional coaching, professional development, and teacher mentoring.
- Strong knowledge of the Marzano framework, High-Reliability Schools, Responsive Classroom, and The Catalyst Approach.
- Full Responsive Classroom training & Catalyst Certification.

- Effective communication and collaboration skills with educators and leadership teams.
- Ability to organize professional development sessions.
- Experience and/or training in classroom teaching, observation, data analysis, and feedback delivery.

This position is a .2 FTE role and requires flexible scheduling to accommodate coaching, professional development, and leadership meetings as needed.

Personal Attributes

- Commitment to environmental education and community impact
- Excellent people skills and positive, welcoming demeanor
- Self-starter with ability to work independently
- Flexibility and adaptability in fast-paced environment
- Patience and empathy when working with families and students
- Discretion in handling confidential information

PREFERRED QUALIFICATIONS

- Experience and/or training with instructional coaching, professional development, and teacher mentoring.
- Strong knowledge of the Marzano framework, High-Reliability Schools, Responsive Classroom, and The Catalyst Approach.
- Full Responsive Classroom training & Catalyst Certification.
- Effective communication and collaboration skills with educators and leadership teams.
- Ability to organize professional development sessions.
- Experience and/or training in classroom teaching, observation, data analysis, and feedback delivery.
-

WORKING CONDITIONS

- Standard business hours
- Physical demands include standing, walking, lifting up to 25 pounds
- Regular interaction with students, families, staff, and community members
- Multi-tasking environment with varying priorities throughout the day
- Classroom and entire school work environment

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

TERMS OF EMPLOYMENT

- **Contract:** 175 day (165 Student Days with 10 Professional Development)
- **Schedule:** 8 hours per day; general business hours are 7:30 a.m. to 4:00 p.m. with flexibility as needed worked into the additional FTE to make a full time position
- **Position Type:** In person
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace
- **Meeting Requirements:** Must attend all required staff meetings and professional development sessions
- **Delegation Structure:** Report absences to SB director to determine need for substitute commensurate with experience and qualifications based on teacher scale
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off

If interested, please send a resume and letter of interest to hiring@crosslakekids.org.

APPROVAL SIGNATURES

Position Description Creator: _____ Date: _____

Immediate Supervisor Approval: _____ Date: _____

Human Resources Review: _____ Date: _____

Board Approved Date: _____