



**Title:** Lower School Instructional Coach  
**Reports to:** Lower School Principal  
**Work Year:** 12 months

**Position Focus:** The Lower School Instructional Coach partners with the Lower School Principal to identify areas of need in pursuit of achieving excellence in our classrooms. The Lower School Instructional Coach then trains and coaches teachers in accordance with identified goals as needs arise. As such, the role is both proactive and reactive.

The Lower School Instructional Coach must be a highly energetic professional with a track record of effectively coaching teachers. The Lower School Instructional Coach will also be responsible for assisting in the development and execution of a comprehensive professional development program.

**Spiritual:**

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ.
- Motivate others to accept God's gift of salvation and grow in their faith.
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character.
- Subscribe to and promote the statement of faith.
- All staff are ministers of Christ.

**Position Parameters:**

- **Curriculum & Instruction:**
  - Oversee and direct all Lower School curriculum mapping to ensure vertical and horizontal alignment, pacing guides, unit/lesson planning, and formative/summative assessments
  - Supervise curriculum development, implementation and daily instruction relative to the established standards
  - Work with the Lower School Principal in providing overall direction for and coordination of school curriculum
  - Keep abreast of state standards and standardized testing results and take these into consideration when guiding curriculum and instructional review
  - Work with Lower School Principal to plan and monitor curriculum budget



- **Professional Development:**
  - Assist Lower School Principal with maintaining a highly qualified faculty/staff through training and Professional Learning Community
  - Assist faculty in the implementation of the current methodology and assessment which includes training, monitoring instructional advice and informal evaluation
  - Keep abreast of current educational practices and attend professional conferences/ workshops
  
- **Student Support Services:**
  - Monitor 504 plans and communicate instructional needs to teachers
  - Confer with teachers and parents concerning educational issues in the school
  
- **Assessment:**
  - Assist in the development and monitor Lower School assessment plan
  - Coordinate Iowa assessment materials K-6th
  - Assist teachers with instructional goals based on student assessment data
  
- **Instructional Technology:**
  - Partner with Lower School Principal and IT Director to support teachers in implementing Instructional Technology

**Qualifications:**

- Master's degree in education or curriculum and instruction
- Five or more years of elementary teaching experience and two or more years of successful experience as a leader in education
- Works well as part of a team and demonstrates strong communication skills
- Demonstrated leadership and the ability to successfully manage multi-functional and/or diverse areas
- Strong commitment to uphold and support Cambridge Christian School's mission and vision statements