

Monmouth Regional High School

One Norman J Field Way
Tinton Falls, New Jersey 07724
Telephone: (732) 542-1170
FAX: (732) 542-5815
www.monmouthregional.net

EATONTOWN w SHREWSBURY TOWNSHIP w TINTON FALLS

Andrew F. Teeple
Superintendent
Maria A. Parry, CPA, PSA
Business Administrator/Board Secretary

Brian Evans
Principal

Kathleen Mihalko
Assistant Principal
Salvatore Spampinato
Assistant Principal

TITLE Instructional Coach

Reports to: Principal/Designated Administrator & Subject Area Supervisor as designated by the Superintendent

Supervises: Students, and when assigned, student teachers and classroom aides

Nature and Scope of the Job:

To provide an approved educational support program in accordance with Board approved curriculum and course of study and establish a class environment that fosters learning and personal growth; to help students to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain a professional standard of behavior with parents/guardians, students and other staff members.

Qualifications:

1. Valid New Jersey Instructional Certificate and Subject Area endorsement or eligibility.
2. Demonstrated knowledge of subject specialty and effective teaching methods.
3. Ability to maintain an effective learning environment.
4. Displays appropriate interpersonal, communication and technology skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Maintain the physical and mental capability to meet the needs of the job.
7. Adheres to MRHS BOE policies and procedures.
8. Must be Highly Qualified in areas deemed necessary by the Federal and State Government.

*As defined in N.J.A.C. 6:11-6.2, endorsements and authorizations

Employment Terms:

Work year and salary to be determined by the Board of Education and the negotiated bargaining agreement.

Job Functions and Responsibilities:

The job of the instructional coach is to build the capacity of the school and its teachers to meet the learning needs of all students. The goal is to ensure that school staff acquires the understanding and skills to enhance instructional practices at the classroom level and raise the level of student achievement.

1. Work with teachers to align instruction and assessments to the New Jersey Student Learning Standards, including co-teaching during lessons.
 - a. Assist teachers in learning how to administer and interpret various assessment tools
2. Work with collaborative groups to examine student growth, plan instruction and support PD initiatives.
3. Study student achievement and teacher implementation data to continue to inform district of continued progress and change.
4. Analyze and utilize student achievement data to impact instructional decision-making
5. Assist teachers in learning to use data for instructional planning
6. Read and provide research to staff.
7. Attend trainings and bring information and strategies back to staff.
8. By invitation, visit classrooms to view lessons and review possible additions or enhancements to the lesson.
9. Help establish common vocabulary, background knowledge and experience; and collaborative relationships.
10. Support the common vision, mission, values and goals of the district and school.
11. Supervise students in out-of-classroom activities as assigned.
12. Maintain professional competence and continuous improvement through in-service education activities and other professional growth activities.
13. Assist through professional consultation in curriculum development and in the selection of books, equipment, and other instructional materials.
14. Assist when possible in upholding and enforcing school rules, administrative regulations and board policy.
15. Perform such essential and reasonable non-teaching duties as required and assigned (e.g., hall supervision, lunch duty, study hall supervision, etc.).
16. Meet the New Jersey Professional Standards for Teachers.
17. Fulfill State requirements for Continuing Education.
18. Attend staff meetings (dept. and faculty) and where possible elects to serve on staff committees within the framework of existing policies.
19. Perform other duties which may be within the scope of his/her employment and certification as may be assigned.
20. **Mathematics Coach:** In addition to the general responsibilities, the math coach will work directly with teachers and students in the fundamental mathematics courses of Algebra 1, Algebra 2, Bridge to Algebra 2 and Geometry. This will include push-in, pullout programs and co-teaching lessons.
21. **ELA Coach:** In addition to the general responsibilities, the ELA Coach will work with teachers to infuse reading and writing skills across all disciplines. This will include push-in, pullout programs and co-teaching lessons.
22. **Other assignments shall not interfere with providing instructional support to identified student groups.**

Schedule:

The instructional coach will work during contractual hours in accordance with the Monmouth Regional Educational Association contract with the Monmouth Regional Board of Education. These hours, however, may be flexed to accommodate student-centered instructional programs that cannot be held during the confines of the regular school day.

Evaluation:

Performance of this job will be evaluated in accordance with state law, the collective bargaining agreement and the provisions of the board's policy on evaluation of certified staff.

First Reading Approved: June 18, 2019

Second Reading and Adoption: August 6, 2019

Legal References:

N.J.S.A. 7F	Comprehensive Education Improvement and Financing Act
N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with students; Grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in
	public school system
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-2	Authority over students
N.J.S.A. 18A:25-4	School register;keeping
N.J.S.A. 18A:26-1	Citizenship of teachers,etc.
N.J.S.A. 18A:26-1.1	Residence requirement prohibited
N.J.S.A. 18A:26-2	Certificates required;exception
N.J.S.A. 18A: 27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for noncitizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.A.C. 18A:37	Discipline of students
N.J.A.C. 6:3-3.2	Duty-free lunch period for teachers
N.J.A.C. 6:3-4.1	Supervision of instruction: observation and evaluation of Non-tenured
	teaching staff members
N.J.A.C. 6:3-4.3	Evaluation of tenured teaching staff members
N.J.A.C. 6:3-5.1	Standards for determining seniority
N.J.A.C. 6:3-6	Student records
N.J.A.C. 6:4-1.5	School and classroom practices
N.J.A.C. 6:8	Thorough and efficient system of free public schools
N.J.A.C. 6A:9-3.3	Professional Standards for Teachers
N.J.A.C. 6:11-3.1	Certificate required
N.J.A.C. 6:11-3.9	Oath of allegiance required

- N.J.A.C. 6:11-3.10 Citizenship required
- N.J.A.C. 6:11-5.1 et Requirements for provisional certificate
Seq.
- N.J.A.C. 6:11-6 Endorsements on the instructional certificate
- N.J.S.A. 6:11-13.2 Amount, duration and content of required continuing professional
Development
- N.J.A.C. 6:20-1 Attendance and student accounting
- N.J.A.C. 6:20-1 Intervention and referral services for general education students
- N.J.A.C. 6:29-7.4 Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.