



## Instructional Coach

### View for Instructional Coaches at Ivy Hill Prep

- Instructional Coaches serve as leaders in a formal, clear, and consistent professional development structure.
- Instructional Coaches are Proficient teachers or Advanced Proficient teachers in the following rubric strands on their most recent Mid-Year Evaluation:
  - Students' Level of Growth on Assessments;
  - Classroom Management
    - Classroom Tone: Strong Voice and Positive Framing
    - Alignment with School Culture
    - Classroom Procedures and What to Do
    - Level of On Task Behavior and 100%
  - and Professionalism
    - Relationships with Colleagues/School
    - Additional Contributions and Responsibilities
- Instructional Coaches hold responsibility for driving the growth and development of the teachers they coach.
- The Instructional Coach Team supports and coaches teachers consistently to become the most highly-effective teachers they can be.
- Teachers consult their Instructional Coach as a first point of contact on instructional matters.
- Instructional Coaches consult their manager, the Head of School, to provide the highest-leverage feedback to teachers.

### Responsibilities of Instructional Coaches

- Observe teacher(s) regularly – at least 3 times per month – and follow-up each observation with formal communication via e-mail, including the Head of School on all written feedback sent. For teachers new to Ivy Hill Prep, 75% of feedback should be through the See It, Name It, Do It template. For more experienced teachers, this should account for 50% of feedback.
- Co-observe teacher(s) and plan/practice feedback meeting with another Instructional Coach or Head of School at least once per month at the beginning of the Instructional Coach's role.
- Meet with teacher(s) weekly, executing at least two of the following meeting structures:
  - Observation and Feedback (See It, Name It, Do It)
  - Weekly Data (Student Work Analysis)

- Planning (Increasing Rigor in Lesson Plans and Internalization)
- Instructional Coaches update running Observation Feedback document for teacher(s) following every observation and feedback meeting.
- Provide real-time feedback to teacher(s), in the moment that they can replicate across other parts of their teaching.
- Debrief all real-time feedback via e-mail, in-person, or in Observation and Feedback meeting. If debriefed in-person, include a summary in the final observation feedback e-mail to teacher(s).
- Instructional Coaches respond to teachers reflection of progress towards PD Goals and affirm mastery of action steps.
- Hold teacher(s) accountable for deadlines, implementing feedback, and professionalism.
- Instructional Coaches may design, lead, and support Professional Development sessions for teachers.
- Instructional Coaches conduct additional practice sessions for teacher if teacher is struggling with mastery of action step.
- Instructional Coaches plan for and implement post-Interim Assessment and/or STEP data meetings, including the review of the Six Week Instructional Plan.
- Support school culture by holding teachers accountable for upholding our larger vision through conversations and consulting Head of School for best practices in managing or mediating difficult conversations.
- Evaluate teacher performance through the Mid-Year Evaluation process.
- Provide real-time feedback via e-mail, in-person, or formally in Observation Feedback meeting.

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**Teacher Name**

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**Teacher Signature**

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**Instructional Coach Start Date**

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**Head of School Signature**