



TITLE: ACTV Instructional Coach TLC Salary Supplement (Assigned)

POSITION INVENTORY: N/A

DEPARTMENT: Office of Academics/ Office of Schools

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Academic Officer/Building Principal

FT/PT: N/A

RECEIVES GUIDANCE FROM: Building Principal

BASIC FUNCTION:

Instructional coaches provide leadership and support to a school in the areas of school improvement, curriculum, instruction, and assessment. This salary supplement is assigned to a full time TLC Instructional Coach or a full time Instructional coach.

ESSENTIAL FUNCTIONS:

1. Foster collaboration and teacher leadership
2. Participate actively on School Leadership Team
3. Attend all District Professional Development meetings on a regular and consistent basis
4. Communicates regularly with the principal
5. Attend required trainings
6. Collaborate with the principal and School Leadership Team to design and deliver school-based professional development

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.


HIRING SPECIFICATIONS:

Required:

1. Current DMPS TLC Instructional Coach or Instructional Coach

PHYSICAL DEMAND:	FREQUENCY:
1. Standing	Constant 67%+
2. Walking	Constant 67%+
3. Sitting	Constant 67%+
3. Bending/Stooping	Frequent 33% - 66%
4. Reaching/Pushing/Pulling	Frequent 33% - 66%
5. Climbing/Stairs	Frequent 33% - 66%
6. Driving	Occasional 1% - 32%
7. Lifting 25 lbs	Occasional 1% - 32%
8. Carrying 25 feet	Occasional 1% - 32%
9. Manual Dexterity Tasks	
a. Telephone	Occasional 1% - 32%
b. Computer	Frequent 33% - 66%
c. Other	Occasional 1% - 32%
10. Working Conditions	
a. Inside	Constant 67%+
b. Outside	Occasional 1% - 32%
c. Extremes of Temperature/Humidity	Occasional 1% - 32%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.


 *Human Resources Generalist or Manager

Date: 04/06/2017

*This job description is not approved without the signature of a Human Resources Representative.