

**JOB TITLE: INSTRUCTIONAL TRAINER/COACH**

**JOB DESCRIPTION:**

This employee is responsible for coaching and training of teachers.

Duties of this position include but are not limited to:

1. **Planning:**
  - a. Designing the intervention program so that it is consistent with the educational philosophy of the district.
  - b. Continuing professional growth through participating in educational meetings and defined professional growth opportunities, reading profession literature, and exchanging ideas with others.
  - c. Establishing a network/support system in planning and developing the program.
  - d. Holding necessary meetings.
  - e. Preparing a resource dispersal plan.
2. **Programming:**
  - a. Collection and coordination of data.
  - b. Establishing the intervention program.
  - c. Providing training/coaching to others.
  - d. Monitoring the progress of those trained.
  - e. Attending related meetings.
3. **Communication:**
  - a. Maintaining standards of mutually respectful interaction with school/district personnel.
  - b. Responding to inquires or concerns in a timely manner.
  - c. Providing time lines, calendars, and schedules.
  - d. Preparing communiques both electronic and written as needed.
  - e. Providing information to parents.
4. **Reporting:**
  - a. Collecting and Analyzing data from those trained.
  - b. Supplying progress reports to school/district personnel.
  - c. Providing follow up data for teachers.

**REQUIRED QUALIFICATIONS:**

1. Valid teacher certificate
2. Instructional assignment in Pasco County
3. Satisfactory reference from current administrator
4. Minimum of 3 years successful teaching experience
5. Additional training/course work may be necessary.