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 inquiries 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.