



Indy STEAM Academy

“Critical Thinkers • Innovators • Problem Solvers”

The mission of Indy STEAM Academy is to nurture the academic and creative talents of students through Science, Technology, Engineering, Arts, and Mathematics. We provide a strong foundation in literacy to ensure the academic success of all students. We prepare students to take advanced coursework in high school and college to become highly qualified to acquire STEM jobs in a 21st century global workforce.

If you are seeking to make an impact on teaching and learning while working in a positive school culture and climate that provides resources to support academic and professional excellence then Indy STEAM Academy is the place for YOU!

JOB DESCRIPTION

Position:	Instructional Coach (Reading and/or Science/Engineering)
Reports To:	CEO/Head of School
Classification:	Certified
Location:	School Campus
Salary:	On Schedule
Contract Term:	11 Months

Job Summary

The Instructional Coach works as a colleague with classroom teachers to support student learning across all content areas. The Instructional Coach focuses on individual and group professional development that will expand and refine the understanding of research-based effective instruction. The Instructional Coach provides personalized support that is based on the goals and identified needs of individual teachers to support the implementation of the STEAM instructional model. The Instructional Coach works positively and collaboratively toward achieving the mission, vision, and goals of Indy STEAM Academy.

Essential Job Functions

- Facilitates the intellectual and professional development of teachers through cognitive coaching.
- Creates a positive and collaborative relationships with teachers and administrators.
- Assist teachers with creating lesson plans that are aligned with academic standards and the STEAM curriculum.
- Facilitates grade level team meetings to support teachers with instructional planning.
- Assists teachers with the implementation of local and state assessments.
- Assists teachers with the analysis of data to make instructional decisions.
- Models and demonstrates lessons to support effective implementation of instruction.
- Provides informal classroom observations to support effective implementation of instruction, but does not formally evaluate teachers.
- Provides debriefing sessions and opportunities for teachers to reflect on their lessons.

- Supports, implements, and assess instructional programs and program effects on student achievement.
- Participates in staff meetings and professional development workshops or in-services.
- Serves on the School Leadership Team and Response to Intervention Team.
- Participates in one's own goal setting/plans for professional development and evaluation.
- Any other duties as assigned by the CEO/Head of School.

Ancillary Job Functions

- Demonstrates a thorough knowledge of curriculum and subject matter.
- Develops curriculum maps and pacing guides that are aligned with academic standards and the STEAM curriculum.
- Assists teachers with specific classroom activities as needed.
- Supports teachers with classroom management strategies, PBIS, Character Education, Culturally Responsive Teaching, and Social-Emotional Learning.
- Develops resources for Tier 2 interventions and "Success Time" daily intervention.
- Manages time and schedule flexibility that maximizes teacher schedules and learning.
- Attends workshops/conferences to learn about new innovative instructional strategies.

Required/Preferred Qualifications

- Master's Degree in Education.
- Indiana Teaching License/Certificate or Charter School License.
- Experience as an instructional coach or related role (preferred).
- Five years of proven successful teaching experience at the Elementary level.
- Reading Specialist Certification (Literacy Coach)
- Science License or Science Content Area Specialty Certification (Science/Engineering Coach)

Knowledge, Skills, and Abilities

- Demonstrates a thorough knowledge of curriculum and instructional methodology and pedagogy to enhance teaching and learning for students and adult learners.
- Ability to multitask, manage multiple projects, provide reports and adhere to deadlines.
- Ability to use Microsoft Office platforms such as Word, PowerPoint, Excel.
- Ability to facilitate meetings and professional development opportunities for teachers.
- Excellent oral and written communication skills.
- Knowledge of diagnostic, formative, and summative assessment tools.
- Keeps abreast of current research-based instructional strategies to enhance the STEAM curriculum.
- Ability to serve as a teacher leader and mentor to colleagues.

Work Environment

- Normal office/classroom conditions with moderate noise levels.

Physical Requirements

- Regularly required to talk, listen, and create logs, and reports.
- Repetitive wrist/hand/finger movement to work on computer and or related office equipment.
- Ability to lift boxes of instructional supplies, materials, and resources.

“Preparing Today’s Students for Tomorrow’s Careers!”

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