



## Q-Comp Instructional Coach

**Department:** Assigned School

**Contract:** 186 Days (plus up to 5 days)

**Supervisor:** Q-Comp Advisor & Building Principal

**Status:** Exempt

### Position Overview & Responsibilities

Responsible for providing peer observations and providing documentation to teacher and Q-Comp Advisor documenting teacher observation, data, and other evidence required by the Q-Comp plan.

- Conduct peer observations for tenured teachers and providing feedback on instructional strategies and practices that promote student learning.
- Train tenured staff in the observation process as outlined in the Q-Comp plan.
- Act as a resource for professional development for all staff on instructional strategies and practices that promote student learning.
- Maintain communication with staff, Q-Comp Advisor, instructional coaches, building administration, PLC Facilitators, and Staff Development Team.
- Maintain records of observations and other information necessary for the successful implementation of the Q-Comp program.
- Participate in building- and district-sponsored professional development initiatives and other professional training opportunities as directed by supervisor and Q-Comp Advisor.
- Participate in district, building, and Q-Comp meetings as requested by the supervisor and Q-Comp Advisor.
- Participate in training as needed.
- Perform other related duties as assigned.
- Plan and lead monthly facilitator meetings collaboratively with building administrator.

### Requirements & Qualifications

Bachelor's degree in Education and valid Minnesota teacher's license required. Tenured STMA teacher with a minimum of seven years teaching and five years in the district, or previous Q-Comp experience in another district, preferred. Master's degree also preferred.

### Essential Functions & Skills

This position requires an ability to work independently under the direction of the Q-Comp Advisor and with several buildings and departments.

- Knowledge of effective, evidence-based teaching practices and instructional strategies that promote student learning.
- Ability to use data for instructional planning and participate effectively in a Professional Learning Community (PLC).
- Demonstrates effective interpersonal relationship skills.



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- Ability to follow written and verbal directions.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.
- Is a self-directed learner.

### **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.