CLOVIS MUNICIPAL SCHOOLS
JOB DESCRIPTION

Position: Instructional Coach/Secondary Assistant Principal

Supervisor: Principal

General Job Description: To assist the principal in promoting the educational development of each student by the use of leadership, supervisory, and administrative skills.

Essential Duties and Responsibilities:
1. Demonstrate foresight, examine issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the instructional process of the school. To do this, the administrative intern follows procedures consistent with the state and local Teacher Performance Evaluation Plan.
11. Become familiar with and comply with all School Board policies and administrative regulations.

Additional Duties and Responsibilities:
1. Facilitate conversations among teachers that result in a common understanding of performance standards and benchmarks.
2. Ensure the development and implementation of common short-cycle assessments in the core content areas of math, English, science, and social studies.
3. Provide guidance to teachers in the use of data to inform instruction. These data include the analysis of NMHSSA, NMHSCE, NMELPA, short-cycle assessments, and ACT data. District level data that should also be considered are the CMS Data Folder, Next Step Plan, and Academic Student Improvement Plan.
4. Ensure alignment exists among instruction and assessment in the classroom. The teacher’s interpretation of ongoing data should result in identified growth areas and be directly reflected in lesson planning and delivery.
5. Design ongoing professional development opportunities that equip staff members with the knowledge and understanding needed to implement the nine identified characteristics of successful high schools.
6. Ensure a differentiated approach to learning is evident in the delivery of instruction and the assessment of student learning.
7. Assist educators in the implementation of effective research-based strategies aimed at teaching students to read and write across the curriculum.
8. Develop the teacher’s ability to create and pose questions that require higher order thinking.
9. Assist teachers in the curriculum design and implementation process.
10. Attend Department Head meetings to stay abreast of current issues affecting secondary education.
11. Continue to cultivate the transition to higher education through dual credit, Technical Career Center, and vocational-technical opportunities.
12. Oversee the implementation and evaluation of the Carl Perkins grant to develop career clusters.
13. Work in partnership with Career Pathways teachers to facilitate a smooth transition to CHS.
14. Perform any other duties assigned by the principal and/or superintendent.

Qualifications:
1. A master’s degree.
2. Willingness to obtain a New Mexico administrative license as required by the State of New Mexico.
3. Three (3) years of experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Physical Requirements:
Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health:
Knowledge of universal hygiene precautions.

Equipment/Material Handled:
Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

Work Environment:
Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Job responsibilities include both inside and outside duties. Must be able to work under stressful conditions.

Terms of Employment:
Salary and work year to be established by the Board.