



Instructional Lead *Job Description*

TITLE: Instructional Lead
DEPARTMENT: System Administration
UPDATED: April 2021
REPORTS TO: School Principal

QUALIFICATIONS, EXPERIENCE and ABILITY:

- Bachelors of Education Degree;
- Valid Nova Scotia Professional Number;
- Completion or willingness to complete coaching modules;
- Minimum of 3 years successful classroom teaching experience;
- Experience with Professional Learning Community culture, structures, and practices
- Ability to articulate and successfully demonstrate current and effective high leverage instruction and assessment practices
- Ability to develop and deliver professional learning

REQUIRED COMPETENCIES:

- Strong Communication, both oral and written
- Strong interpersonal and team building skills
- Strong problem-solving skills
- Effective leadership
- Commitment to continuous growth
- Understanding of and commitment to the Regional System Improvement Plan
- Understanding of and commitment to the *Inclusive Education Policy*
- Understanding of and commitment to the *Nova Scotia Teaching Standards*
- Understanding of and commitment to the *Assessment Policy*
- Understanding of and commitment to the *Special Education Policy*

OTHER ASSETS

- Enrolment or completion of the Aspiring Leaders Program or the Instructional Leadership Program

JOB GOAL:

The Instructional Lead is a master teacher who serves as a member of the Teaching Support Team in order to strengthen the school's capacity to support student well-being and achievement. The Instructional Lead supports School Administration in an on-going examination of pedagogical practices to ensure that the school as a whole, and each classroom, is culturally responsive, inclusive and supports student well-being. The Instructional Lead plays a key role in school-based professional learning, based on school and teacher need, and supports teachers in their instructional and assessment practices through a variety of methods.

PERFORMANCE RESPONSIBILITIES:

The Instructional Lead shall perform tasks assigned by the School Principal. These tasks may vary, from time to time and may include, but not be limited by the following:

- a) Assist teachers in deepening their curriculum, assessment and instructional practices, with a focus on those priorities identified as provincial, regional and school initiatives;
- b) Model current instruction and assessment practices in order to provide demonstration classroom opportunities for others;
- c) Provide in-class instructional coaching and advice to teachers;
- d) Engage teachers in the analysis of disaggregated data as well as support for intentional and timely responses to the data;
- e) Provide feedback and supporting dialogue around a reflective cycle for impact
- f) Guide teacher participation in effective Professional Learning Communities and create opportunities for collaborative work;
- g) Supports teachers with their Professional Growth Plans;
- h) Engage teachers in professional learning opportunities that align with CCRCE's System Improvement Plan and the school's Student Success Plan;
- i) Fulfill the requirements of their teaching assignment;
- j) Attend professional learning for continuous professional growth, including opportunities outside the instructional day/instructional year;
- k) Other duties as assigned

TERMS OF EMPLOYMENT:

Salary and conditions of employment as established for NSTU members of the Chignecto-Central Regional Centre for Education.

EVALUATION:

Performance of this position will be evaluated per the Chignecto-Central Regional Centre for Education's Personnel Performance Program.