

# Denton ISD Adult Education and Literacy Program Instructional Coach Agreement

Your position with Adult Education and Literacy Program is critical to the success of our students, staff and the program. We value the work that you do and understand that you are committed to providing the very best instruction possible to our students through support of our instructional staff. To ensure that all instructors understand their individual responsibilities and provide the best services possible for students we have created the instructional coach position as an instructional staff support position and not one of punitive compliance or authority. The primary purpose is to create a local resource and point of contact for our instructional staff to use in the continual improvement process of instructional delivery for student success. To better communicate these duties and responsibilities to all staff the following agreement is being provided to you. Please read this agreement carefully.

## Attendance

*I agree to:*

- arrive on time as required, be prepared to assist staff as requested or scheduled
- contact my supervisor as soon as possible if I am not able to come to work or will be late
  - assist with any rescheduling of commitments as appropriate
- be aware of and follow the school year schedule for my classroom sites and plan accordingly
  - including weather days, holidays, and other days sites might close
  - if my sites do not have a local set schedule, the Denton ISD school year schedule will be followed, and all exceptions will be coordinated and approved by my supervisor

## Duties and Responsibilities

*I agree to:*

- assist and/or participate in recruitment efforts as required by my supervisor
- visit all classroom sites a minimum of 4 times per year and follow-up as needed
- keep documentation of all support provided to instructional staff
- assist instructional staff with understanding and compliance of program policies
- model instructional delivery when requested or deemed appropriate
- provide constructive feedback to instructional staff on delivery and use of program resources
- assist instructional staff by using TEAMS performance data and assist in making appropriate adjustments to instruction
- provide weekly feedback to my supervisor of efforts being accomplished with instructional staff
- participate and assist in coordinating meetings a minimum of once a quarter with all Instructional Coaches
- attend program staff meetings as required by my supervisor
- participate and assist annually with research and review of curriculum, forms, content standards, and lesson plan formats to ensure program compliance with grant requirements
- adhere and stay current with all applicable TWC, Denton ISD, and AEL policies and procedures
- maintain TEAMS access active and renew P41 annually

## Record Keeping/Communication

*I agree to:*

- maintain positive communication of program and refer any concerns to appropriate supervisory staff
- follow FERPA guidelines regarding student information and records
- check my Denton ISD email at least once a day during work week
  - reply to e-mails as appropriate within 48 hours
- review and use AEL website as a resource tool and make any update recommendations to my supervisor
- comply with payroll submission requirements
  - and understand that incomplete or late submissions may result in delayed payroll disbursement
- report any on duty accidents, security and/or safety concerns to my supervisor within 24 hours

## Instruction/Student Achievement

*I agree to:*

- assist instructors in use of program approved curriculum as a guide for instruction
- assist instructors in use and or preparation of lesson plans as appropriate for each class period
- assist instructors in actively working to engage every student in their class
- assist instructors in monitoring student gains and adjust instruction to ensure compliance with program performance measures

## Professional Development

*I agree to:*

- attend 4 annual Saturday PD staff meeting events as required
- complete the required number of AEL Professional Development hours annually
  - and understand that I may be required to complete more than the minimum annual required PD hours as deemed by my supervisor or program needs
  - and understand that I will be paid a flat hourly rate of \$15 per hour for all required PD hours
  - and understand that I must request approval from my supervisor prior to registering for any Professional Development

I understand this may not be all inclusive of my position expectations, but I acknowledge having read and agree to comply as a condition of my employment. If I have any questions about my position or program policies, I will contact my supervisor for clarification.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_