AMERICAN COMMUNITY SCHOOL
OF ABU DHABI *SINCE 1972*

JOB DESCRIPTION

TITLE: K-12 Instructional Coach
REPORTS TO: Director of Teaching and Learning
CONTRACT DAYS: 190
CLASSIFICATION: Teacher on special assignment
WORKING HOURS: 8:00 am - 4:30 pm Monday to Thursday, and 8:00 am - 12:00 pm on Fridays. Normal hours will be adjusted as needed and may be greater at certain times of the year.

Embedded in a Teaching and Learning Center culture of continuous learning, our Instructional Coaches partner with teachers and leadership to elevate instructional practice for direct student impact. Through collaborative coaching cycles, UbD curriculum support, and data dialogues, the coach empowers teachers to set powerful, student-focused goals. Additionally, the coach facilitates team collaboration and professional learning to ensure schoolwide programs deliver measurable classroom results.

Duties and Responsibilities

Coaching:

- Partner with teachers through collaborative coaching cycles using the school's adopted model to establish student-centered learning goals.
- Co-plan, model, and co-teach lessons using high-yield instructional strategies that directly enhance student engagement and learning.
- Promote peer observation protocols for teachers to learn from and with one another within a culture of continuous inquiry.
- Implement school-adopted systems to help teachers track student learning, maintain records, and analyze data to co-design targeted next-step lessons.

Curriculum, Instruction, and Assessment:

- In collaboration with other members of the Teaching and Learning Center, provide training, coaching, and support for the collaborative development, implementation, and review of courses and curricular units using the Understanding by Design (UbD) framework.
- Facilitate regularly-scheduled data dialogues related to internal and external assessments, strengthening assessment and data literacy as a means to drive instructional decisions that advance student achievement.
- Support faculty in ongoing curriculum documentation in *Atlas Rubicon or Toddle,* including the use of Google Workspace.

Professional Learning & Collaboration:

- Assist with onboarding new faculty by facilitating orientation and coaching sessions through ACS U, grounded in the school's culture of learning.
- Design and facilitate high-quality professional learning sessions (PL days, divisional meeting times, department meetings) aligned with school goals and teacher growth.
- Facilitate team collaboration and partner with Team Leaders to ensure schoolwide programs translate into direct classroom outcomes.

Program Implementation & Support:

- Support the authentic implementation of K–12 programs and initiatives with integrity to maximize their impact on student learning.

Skills and Qualifications

- Valid teaching credential with a minimum of seven years of experience.
- Minimum two years of experience facilitating and leading collaborative coaching cycles.
- Strong academic qualifications with a Master's degree or other advanced study in Education.
- Excellent relational, communication, and organizational skills rooted in a collaborative partnership stance.
- Formal training in Adaptive Schools, Cognitive Coaching, SRI or NSRF CFG Coaching, and/or Facilitative Leadership.
- Continuous commitment to staying current with progressive, evidence-based instructional practices, modern pedagogy, and educational research.
- Deep background in Understanding by Design (UbD) as a framework for curriculum development and instructional practice, alongside experience with Toddle, Atlas Rubicon, and Google Workspace.
- Strong background in literacy and mathematics, with knowledge of evidence-based instructional frameworks grounded in current research on how students learn across K–12.
- Ability to support inquiry-based and interdisciplinary learning through meaningful integration of concepts, knowledge, and skills across subject areas.
- Extensive knowledge of assessment with a focus on standards-referenced assessing, grading, and reporting.
- Demonstrated experience with American standards and curriculum frameworks (Common Core Math and English Language Arts, NGSS, C3, SHAPE, National Core Arts, ACTFL).
- Tech-savvy educator proficient in navigating, evaluating, and leveraging generative AI tools, digital learning resources, and emerging educational technologies to enhance teaching, learning, and coaching productivity.

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