

URBAN PATHWAYS K-5 COLLEGE CHARTER SCHOOL

JOB DESCRIPTION

TITLE: Instructional Coach – Classroom Management & Culture

REPORTS TO: Principal

DEPARTMENT: Academics

EMPLOYMENT TYPE: Full-Time, 12-Month

FLSA STATUS: Exempt

MISSION

Urban Pathways K-5 College Charter School develops scholars and educators through targeted learning opportunities and evidence-based best practices.

VISION

Urban Pathways K-5 College Charter School holistically educates every scholar through creative and innovative culturally relevant instruction while fostering and engaging a diverse community.

POSITION OVERVIEW

The Instructional Coach – Classroom Management & Culture supports teachers in developing and maintaining effective classroom management systems, structured routines, and a strong culture of learning. This position bridges the work of the Math and ELA Instructional Coaches, ensuring that classroom instruction and environment operate in harmony. The Instructional Coach provides individualized coaching, models best practices, and helps teachers build classrooms that are calm, engaging, and conducive to high levels of academic achievement.

CORE RESPONSIBILITIES

- Coach and mentor teachers on classroom management, culture building, and student engagement
- Collaborate with Math and ELA Instructional Coaches to ensure consistent instructional practices across content areas

- Conduct classroom walkthroughs and observations, providing actionable feedback to improve instruction and classroom climate
- Model lessons and classroom management strategies to demonstrate effective teaching and behavioral practices
- Assist teachers in developing systems for routines, transitions, and procedures that maximize instructional time
- Facilitate professional learning focused on classroom culture, student motivation, and effective discipline techniques
- Support new and struggling teachers with strategies for proactive behavior management and classroom structure
- Analyze data and trends related to student behavior, engagement, and teacher practice to inform coaching cycles
- Partner with administration to align coaching goals with schoolwide instructional and behavioral priorities
- Reinforce a culture of accountability, consistency, and positivity in every classroom

QUALIFICATIONS

- Bachelor's degree in Education or related field required; Master's degree preferred
- Valid Pennsylvania teaching certification required
- Minimum of three years of successful teaching experience
- Demonstrated expertise in classroom management and creating a positive learning environment
- Strong communication, organization, and interpersonal skills
- Proven ability to coach, motivate, and develop others
- Experience leading professional development or serving in a leadership capacity preferred

SALARY & BENEFITS

- Competitive salary commensurate with experience
- Comprehensive medical, dental, and vision coverage
- Enrollment in retirement system
- Professional development aligned with leadership growth

PHYSICAL REQUIREMENTS

- Must be able to stand, walk, and sit for extended periods
- Ability to lift, carry, push, or pull up to 25 pounds occasionally
- Ability to bend, kneel, crouch, and reach to support student needs
- Must be able to speak, hear, see, and communicate clearly in English

WORK SCHEDULE

Monday through Friday, daylight hours during the year and other scheduled work days.

SUCCESS FACTORS

- Builds trust and rapport with teachers through consistent, collaborative support
- Models professionalism, composure, and instructional excellence
- Demonstrates adaptability and a growth mindset
- Uses data and observation to drive meaningful teacher growth
- Promotes a positive and structured school culture reflective of the mission and vision of Urban Pathways K-5 College Charter School

EQUAL OPPORTUNITY EMPLOYER

Urban Pathways K-5 College Charter School is an equal opportunity employer. We are committed to building a diverse team and encourage applications from all qualified individuals, regardless of race, religion, national origin, gender identity, sexual orientation, or ability.

ACKNOWLEDGEMENT

In signing this job description, I acknowledge that I have received, read, and understand its contents. I understand that a signed copy will be placed in my personnel file.

Employee Signature: _____ Date: _____

Print Name: _____

Manager Signature: _____ Date: _____

Print Name: _____