



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>District Instructional Coach</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The District Instructional Coach is evaluated and directly responsible to the Director of Professional Development and Curriculum as part of the Educational Services Department
<b>CLASSIFICATION:</b>	Certificated
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Five years teaching experience preferred</li> <li>• Desire and ability to work both 1:1 and as a trainer/facilitator for groups of teachers</li> <li>• Ability to work with new and veteran teachers</li> <li>• Understanding and support for district goals and priorities for instruction</li> <li>• Highly qualified and credentialed in a core subject area</li> <li>• Strong familiarity with standards and assessments</li> <li>• Comfortable with delivery of professional development for diverse subject areas</li> </ul>
<b>SALARY SCHEDULE:</b>	Certificated Salary Schedule
<b>WORK - YEAR / HOURS:</b>	195 Days
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	Board, Approved April 4, 2018

### BRIEF DESCRIPTION OF POSITION

Coach will assist teachers foremost in the implementation of research-based instructional strategies connected to standards

### DUTIES AND RESPONSIBILITIES OF INSTRUCTIONAL COACH

1. Teacher Coaching
  - Coach teachers with a focus on district-identified instructional strategies, including Constructing Meaning and DII, and standards-based instruction.
  - Provide district-identified best practices support for teachers through coaching cycles
  - Engage in coaching activities that can include but are not limited to:
    - i. Cycle of inquiry
    - ii. Classroom Observations
    - iii. Peer Observations with Teachers
    - iv. Long-Term and Short-Term Planning
    - v. Cohort facilitation
  - Prioritize work with new teachers to core subjects.
  - Prioritize work with teachers (at least 10 per semester).
  - Deliver instructional support targeted to two or more areas: ELA/Reading, math, science, social studies, world language and ELD.
  
2. Professional Development and Collaboration
  - Communicate with sites, departments and district office to ascertain needs.

- Attend Professional Development connected to District Goals and to stay current with research-based best instructional practices.
- Collaborate and meet with other coaches and district office personnel.
- Plan and deliver professional development during Teacher Orientation Week, All-Staff Professional Development events, June Institute, on-site PD
- Participate in and/or facilitate 2-3 subject area councils aligned to areas of focus.
- Facilitate course teams to develop standards-aligned curriculum and assessments
- Lead/participate in leadership development training for district staff
- Other duties as assigned

**3. Data and Record Keeping**

- Keep records and data of activities (observations, demos, PD, meetings, etc.).
- Assist in the administration of common assessments.
- Assist teachers and departments in effective use of data to inform instruction.