# Job Description

**JOB TITLE:** District Instructional Coach

**ADMINISTRATIVE RELATIONSHIP:** The District Instructional Coach is evaluated and directly responsible to the Director of Professional Development and Curriculum as part of the Educational Services Department.

**CLASSIFICATION:** Certificated

- Five years teaching experience preferred
- Desire and ability to work both 1:1 and as a trainer/facilitator for groups of teachers
- Ability to work with new and veteran teachers
- Understanding and support for district goals and priorities for instruction
- Highly qualified and credentialed in a core subject area
- Strong familiarity with standards and assessments
- Comfortable with delivery of professional development for diverse subject areas

**SALARY SCHEDULE:** Certificated Salary Schedule

**WORK - YEAR / HOURS:** 195 Days

**LOCATION:** Various

**BOARD APPROVAL:** 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.