

TITLE: INSTRUCTIONAL COACH – ENGLISH, LANGUAGE, ARTS

Qualifications:

1. Master's degree in English, Language, Arts preferred, but demonstrated successful experience improving reading scores across the curricula may substitute for degree.
2. At least five years as a professional classroom teacher
3. Certified in the TAP Program
4. Knowledge of subject matter and broad knowledge of available resources
5. One year experience with implementation of the TAP Program
6. Superior presentation, writing and organizational skills
7. Ability to handle multiple projects simultaneously
8. Ability to meet school and district timelines and work until job is completed.
9. Interpersonal skills: ability to hold others to high standards while also offering support and maintaining positive relationships.
10. Ability to deliver positive, constructive, and honest feedback, both written and verbal
11. Experience with curriculum development and implementation
12. Creativity, energy, and commitment to excellence
13. Experience teaching in an academically rigorous college preparatory institution is highly desirable
14. Commitment and Compensation (to do whatever it takes to raise student achievement)
15. Ability to work occasional weekends
16. Ability to work occasional late afternoon events over the course of the school year
17. May require some work off-site via email, weekends, phone with teachers and site and district leadership teams as needed
18. Able to coach teachers in the integration of technology.

**Job Goal:** The Instructional Coach (IC) is an experienced and successful professional educator who provides content-specific support and mentoring for San Carlos School District teachers and engages fully in the San Carlos community. Instructional Coach will work as a colleague with classroom teachers to support student learning. The IC will focus on individual and group professional development that will expand and refine the understanding about researched-base effective instruction. Each IC supervises mentor teachers in his/her department, co-teaching, modeling, facilitate job embedded professional development, classroom walk- through, data analysis, attend weekly leadership meetings, evaluating lesson plans, and meeting frequently with individual teachers regarding their on-going work. As the identified professional teachers on-site, ICs are accountable for the quality of instruction San Carlos

students receive and are responsible for supporting San Carlos teachers through their teaching experience

**Performance Responsibilities:**

1. Support the philosophy and vision of S.C.U.S.D #20
2. Facilitate the intellectual and professional development of teachers.

**Summer**

- Complete TAP Institute training - summer sessions
- Consult with San Carlos Leadership Team and staff regarding academic content in specific content areas
- Refine and develop existing curriculum, as needed
- Meet with Leadership Team to plan orientation workshops

**Four Week Summer Program**

- Guides teachers through developing and/or revising curriculum, creating assessments and locating appropriate resources
- Provides teachers with support and regular feedback as they design and/or revise lesson plans
- Lead at least one large group, mid-summer professional development session

**Teacher Orientation**

- Help facilitate workshops on TAP Framework and lesson planning
- Participate fully in all orientation workshops
- Work with teachers to write and adapt lesson plans

**On-going throughout school year**

- Create positive relationships with teachers and administrators
- Communicate and demonstrate researched-based instructional practices that result in increased student performance
- Communicate effectively with all members of the school district and community
- React to change productively and handle other tasks as assigned
- Lead at large and small group professional development
- Communicate regularly with Principal and leadership Team to discuss teacher progress
- Plan and lead two weekly departmental meetings
- Evaluate and support assigned teachers
- Submit a final evaluation for each assigned teacher

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Demonstrate willingness to assume leadership positions.
2. Demonstrate knowledge of researched-based instructional strategies that engage all students.
3. Provide organized, individual and/or group learning opportunities for teachers weekly.
4. Demonstrate knowledge using a variety of assessment tools including formative assessment.

5. Demonstrate a thorough knowledge of curriculum and subject matter.
6. Provide support in analyzing student assessment data.
7. Assist teachers with designing instructional decisions based on assessment data.
8. Assist teachers with specific classroom activities when requested.
9. Provide support for classroom motivation and management strategies.
10. Assist teachers in creating materials that are in alignment with curriculum.
11. Monitor intervention programs by observing and meeting with teachers.
12. Provide teachers/Internet links related to instruction and curriculum.
13. Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
14. Provide assistance in researching instructional and/or curriculum issues.
15. Model lessons when appropriate.
16. Provide encouragement and emotional support to teachers.
17. Encourage ongoing professional growth for all teachers.
18. Manage time and schedule flexibility that maximizes teacher schedules and learning.
19. Work positively toward meeting identified district and building improvement goals.
20. Assist with development of district curriculum, instruction and assessments.
21. Develop and maintain a confidential, collegial relationship with teachers.
22. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
23. Obtain advance approval of the Principal for unique activities
24. Attend workshops/conferences to learn about new innovative instructional strategies.
25. Adhere to all district and building health and safety policies.
26. Understand that job responsibilities may vary related to each building's needs.
27. Perform duties as assigned by the Principal.

**Responsible To:** Building Principal

**Salary:** Placed on Certified Salary Schedule according to years of experience (up to ten years) and level of education.

**Terms of Employment:** 210 days – Additional days will be required at a per diem rate.

**Evaluation:** Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Application and supporting evidence of effectiveness as a teacher or coach must be submitted for interview Committee's review.

*The duties and responsibilities identified in this position description are illustrative only and are not intended to be a complete list of activities that may be required of this position.*