

# JEFFERSON COUNTY SCHOOL DISTRICT 509-J

## Instructional Coach

### Job Description

<b>TITLE:</b> Instructional Coach—Teacher on Special Assignment (TOSA)	
<b>REQUIREMENTS:</b> <ul style="list-style-type: none"><li>• Minimum of three years of successful classroom teaching experience.</li><li>• Minimum of one year of school leadership experience. (Reading Coach, Testing Coordinator, Site Council, School Improvement Team, Head Teacher, etc.)</li><li>• Excellent written and oral communication skills and the ability to work positively and cooperatively with others.</li><li>• Knowledge of and experience with effective instruction and assessment.</li><li>• Principal Recommendation</li></ul>	<b>REPORTS TO:</b> Director of Curriculum & Instruction School Principal
	<b>EDUCATION:</b> B.A. Required, M.A. Preferred Valid Oregon Teaching License
	<b>FLSA Status:</b> Exempt
	<b>WORK YEAR:</b> Teacher Contract, 190 Flexible Days
<b>GENERAL JOB DESCRIPTION:</b>	<ul style="list-style-type: none"><li>• Assist the Teaching and Learning Support Team to foster professional learning communities using data teams, classroom walk-through, peer observation, and action research.</li><li>• Assist teachers in developing, testing, and implementing research based instructional strategies that will increase student achievement.</li><li>• Use, analyze, and reflect on formative assessment data to improve teaching and learning.</li></ul>

#### **CONDITIONS OF EMPLOYMENT:**

- Training sessions associated with the position may need to occur outside of contractual hours and days in order to meet teacher schedules. Accordingly, the coaches work schedule will need to be flexible.
- It will be understood that teachers on special assignment will return to their prior teaching certification areas at the end of the special assignment, retaining all seniority.
- The district will provide support for the instructional coach with related professional development training opportunities during the assignment.

#### **ESSENTIAL JOB RESPONSIBILITIES (Not Necessary Limited To)**

##### **The Instructional Coach will assist the building leadership team and classroom teachers with:**

- Facilitation of school data teams.
- Gathering, analyzing, and interpretation of data.
- School improvement and instructional program support:
  - Facilitate, identify, and promote a system of standards based instruction.
  - Coordinate the development and application of common formative assessments (proficiency assessments).
  - Promote and coordinate the implementation of research based instructional strategies.
    - Marzano, Pickering, & Pollock
- Peer Coaching/Mentoring of New Teachers
- Assist with planning school improvement and help provide professional development.

### **Data Teams**

- Coordinate data team meetings through scheduling and creation of necessary documents such as agendas, minutes, and necessary data.
- Promote the utilization of action research, common formative assessments; proficiency based teaching and learning data, and summative assessments to adjust classroom instruction.
- Facilitate and adjust individual student achievement based on progress monitoring of data.
- Maintain a school “data wall”, and a district data wall for assigned school.

### **Data Analysis**

- Data analysis around literacy, math and science instruction. The instructional coach will gather and provide staff with the school data ( DIBELS, EasyCBM, formative assessment, OAKS, etc.) and assist them with its analysis and interpretation.

### **Coaching:**

Coaching is a **non-evaluative**, learning relationship between an instructional coach and a teacher with the goal of learning together, thereby improving instruction and student achievement.

- Work with individual teachers in developing “Research based Instructional Strategies” planning.
- Teach model lessons where appropriate.
- Observe classroom teaching.
- Teach lessons side by side with teachers.
- Conduct collaborative conversations with teachers. (conferences)
- Facilitate mutual problem solving to assist teachers in implementing and mastering new teaching practices.
- Implement other approved instructional coaching strategies.
- Assist with teacher annual goals.
- Assist staff with the understanding and interpretation of assessment data to inform instructional decisions.

### **Coaching New Teachers:**

- Work with the new teacher induction program coaching the new teachers at assigned school and presenting instructional strategies to them.

### **Instructional Program Support**

- Meet *regularly* with principals to coordinate instructional activities related to the district and school improvement plans
- Meet *regularly* with Teaching and Learning Support Team to align activities and plan according to improvement goals.
- Coordinate the development and application of common formative assessments.
- Promote and coordinate the implementation of research based instructional strategies.
- Facilitate and promote a system of standards based instruction and proficiency based assessment.
- Support para-professionals based on identified needs.
- Active member of school improvement team.

### **School Wide Professional Development**

- Assist the principal in creating a calendar for school wide professional development (PD) that is directly related to school and district improvement plans.
- Facilitate PD activities by presenting directly to staff or scheduling individuals to present activities to staff, other schools or individuals as needed.
- Coordinate activities and scheduling of school and district trained staff in targeted PD such as (but not limited to) the integration of technology, SIOP, and differentiated instruction.

- Coordinate school wide efforts in creating a common system of classroom walkthroughs in collaboration with school principals.
- Invited to participate in the district school improvement team meetings.

**PHYSICAL DEMANDS (Not Necessary Limited To)**

TASK		Infrequently	Sometimes	Often	Continuously
LIFTING					
1.	Approximately 20 lbs.		X		
2.	Approximately 20 lbs. repeatedly	X			
3.	Approximately 40 lbs.	x			
4.	Approximately 60 lbs. or more	X			
PUSHING					
5.	Up to 40 lbs.		X		
6.	About 40 lbs. repeatedly	X			
7.	About 60 lbs. or more	X			
8.	Bend, stretch, twist and/or reach			X	
9.	Using finger dexterity			X	
10.	Sitting position for a prolonged period of time		X		
11.	Viewing CRT or other monitoring device for a prolonged period			X	
12.	Standing for a prolonged period			X	
13.	Listening closely – requiring fine auditory acuity				X

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_

Instructional Coach Signature

Date

I have read and understand this job description:

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*Discrimination in the Jefferson County School District 509-J is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing its legal, as well as social obligation to make equal employment opportunity a reality, the Jefferson County School District 509-J hires and promotes without regard to race, color, gender, national origin, religion, sexual orientation, age, or mental or physical handicap unrelated to job performance.*

**Responsibilities that are not part of the coaches regularly scheduled responsibilities**

- ❖ Substitute Teacher
- ❖ Acting Administrator
- ❖ Regularly Scheduled Student Intervention Team Meetings & IEP Meetings
- ❖ Discipline/Behavior
- ❖ Scheduling Instructional Aides
- ❖ Testing Coordinator
  - State Assessments
  - New Student Placement Assessments
    - Will collaborate with Title 1A teacher, and train an educational assistant to administer placement assessments.
- ❖ Tutoring/After school/ Homework club
- ❖ Teacher Evaluations

**Expectation of Time Guidelines:**

