

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description:

INSTRUCTIONAL COACH – BEGINNING TEACHER SUPPORT AND GUIDANCE
(Teacher on Special Assignment)

DEFINITION

The Instructional Coach for Beginning Teacher Support and Guidance provides guidance and support through on-going formative assessment and coaching to new teachers.

SUPERVISION RECEIVED AND EXERCISED

The Instructional Coach for Beginning Teacher Support and Guidance works under the direction of, and reports to, the Director of Curriculum and Instruction/Induction; he/she does not supervise any staff.

ESSENTIAL FUNCTIONS

- Provides on-going, comprehensive support and guidance for new teachers designed to increase a beginning teacher's efficacy and capacity to deliver standards-based instruction that results in improved student performance in language arts and mathematics.
- Supports teachers in becoming reflective practitioners through participation in a comprehensive formative assessment system.
- Assists new teachers in identifying professional development goals based on an individual learning plan and in revising the plan throughout the year.
- Assists beginning teachers that participate in the HESD Induction Program in developing and maintaining documentation in a portfolio as evidence of the teacher's professional growth activities and of meeting requirements for a professional credential recommendation.
- Monitors new teacher's progress towards completion of the professional credential Induction requirements.
- Delivers professional development sessions in standards-based curriculum and instruction in the content areas, in lesson design, in classroom management techniques and in meeting the instructional needs of diverse learners.

- Supports teachers in acquiring the knowledge, skills and abilities as defined in the *California Standards for the Teaching Profession* and state-adopted academic content standards.
- Assists in the monitoring and evaluation of program effectiveness.

ESSENTIAL FUNCTIONS (cont.)

- Attends conferences and seminars, as directed, to keep abreast of current research and policies related to instructional programs, professional development and Induction.
- Represents the HESD Induction Program at state and local Induction-related meetings as assigned.
- Performs additional duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

State-adopted academic content standards and performance levels for students in language arts and/or mathematics and in English language development

California Standards for the Teaching Profession

Beginning teacher development

Working with adult learners

Skill and Ability to:

Develop a sustaining and thoughtful mentoring relationship with each beginning teacher, characterized by openness, sharing and reflection.

Understand and respect the confidentiality between the beginning teacher and the support provider.

Provide on-site support for the beginning teacher by providing guidance, assistance, and information that build on pre-service education and leads the beginning teacher to effective professional practice.

Engage in formative assessment processes, including non-evaluative reflective conversations about formative assessment evidence, with beginning teachers.

Actively engage in professional training to acquire and increase knowledge and skills needed to be effective in supporting new teachers.

Skill and Ability to: (cont.)

Design and deliver professional development

Deepen understanding of cultural, ethnic, cognitive, linguistic and gender diversity.

Represent a high level of professionalism and demonstrate a team philosophy in all aspects of coaching.

EDUCATION AND EXPERIENCE

Certification: Possession of a valid K-8 California Teaching Credential with appropriate English Language Learner authorization.

Experience: Three years of recent K-8 classroom teaching experience.

WORKING CONDITIONS

Environment: Indoor and outdoor school environment.

Physical Abilities: Hearing and speaking to exchange information; vision sufficient to read printed instructional materials, video screen displays, rules, regulations, and other written documents; dexterity of hands and fingers to operate a variety of instructional equipment; and sitting or standing for extended periods of time.

Adopted: 04/13/05

Revised: 02/22/17 (revised & retitled)