

**SCHOOL DISTRICT OF LODI**  
**Job Description**

(A) 3/9/20

Title: **Instructional Coach**

Qualifications:

1. A bachelor's degree in education is required.
2. Five (5) years of successful classroom teaching experience in teaching reading.
3. Demonstrated leadership in the areas of teaching/coaching skills and instructional improvement strategies in content area curriculum.
4. Successful experience as a mentor or in facilitating adult learning

Reports to: Director of Instruction / District Administrator

Job Goal: Provide classroom teachers, administrators, and instructional staff with skills, strategies, tools and teaching techniques to increase the effective use of instructional strategies.

PERFORMANCE RESPONSIBILITIES

1. Demonstrate effective written and oral communication skills with staff, students, administrators, parents and community.
2. Display positive interpersonal skills that lead to collaborative working relationships with staff, students, administrators, parents and community.
3. Coach teachers in the use of instructional strategies that lead to increased student achievement across a variety of content areas.
4. Must possess outstanding organizational skills and the ability to multi-task.
5. Exhibit knowledge of standards based curriculum and instruction.
6. Ability to facilitate the development, articulation and implementation of intervention strategies across a variety of content/curriculum areas.
7. Work with curriculum teams/departments to select and implement appropriate content based strategies to improve and enhance student learning in the classroom.
8. Assist Director of Instruction, staff and administration in the development of a professional development process that brings about the sharing of instruction and intervention strategies, knowledge and available resources district wide.
9. Develop a process for co-teaching and modeling of instruction to enhance and improve student learning.
10. Attend conference, CESA, district and state meetings to stay current in the field of instruction and intervention practices.

11. Prepare a year end summary of instructional/coaching accomplishments, professional staff development activities, intervention goal attainment and how the coaching position has impacted student achievement to be shared with administration and the Board of Education.

#### SCHEDULING, SUPERVISING, AND ORGANIZING INSTRUCTION ACROSS THE DISTRICT

12. In collaboration with Director of Instruction/administration prepare an annual calendar of professional development activities related to instruction and intervention strategies provided to district teaching and support staff.
13. In collaboration with the Director of Instruction, Technology Committee and Technology/Computer Specialist, develop recommendations for technology hardware, software and professional development needs to assist staff in the delivery of content area instruction.
14. Collaborate with the Director of Instruction, counseling staff and administration in reviewing and interpreting student assessment data.
15. Assist teachers with planning, sequencing and scaffolding instruction.
16. Attend and participate in school, department or administrative meetings to promote productive relationships with and among school staff.

#### STUDENT ACADEMIC ACHIEVEMENT SUPERVISION AND RECOGNITION:

17. Work with the district Leadership Council, department leaders and Board of Education Curriculum Committee to determine the district's strengths and improvement needs to help improve students' skills.
18. Develop a rubric that measures the integration of instructional skills and standards in the delivery of classroom content based curriculum.
19. Assist staff in developing formative, summative and common assessments that measure student skills within their specific content area curriculum.
20. Work with staff in the development of student learning objectives (SLO) that address the use, implementation and growth in the use of instructional strategies.
21. Maintain confidentiality of staff, student and district assessment data.

#### ESSENTIAL JOB FUNCTION DESCRIPTIONS

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly, equitable, and caring environment for students and staff.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.

9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by the Director of Instruction or District Administrator that are necessary or required to carry out the responsibilities of Instructional Coach position.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.