

JOB DESCRIPTION

San Diego County Office of Education

INSTRUCTIONAL COACH

Purpose Statement:

Under general direction, to build teacher capacity and understanding of data driven instructional strategies to implement a culturally responsive, standards-based curriculum; to support the creation of safe learning environments through prevention and constructive conflict resolution; and to design and deliver professional learning opportunities to engage teachers in the refinement of instructional practices to improve student achievement.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Coaches individuals and teams of teachers in data driven instructional strategies, assessment for learning, and differentiation of instruction to foster optimal student achievement.
- Observes teachers to provide feedback and engage teachers in reflective thinking about their instructional practices for the purpose of refining and improving the instructional program.
- Models best practices by working with intervention groups in the classroom to build teacher capacity in effective instructional strategies and teaching techniques.
- Assists teachers in fostering safe learning environments and constructive conflict resolution by utilizing restorative justice interventions, trauma informed care, and Positive Behavioral Intervention and Supports (PBIS).
- Collaborates with teachers in the analysis of student achievement data and student work to drive instructional decisions to increase student learning.
- Serves as a resource to instructional staff regarding current research and available classroom and assessment materials to enhance classroom instruction and student achievement.
- Delivers individual and group professional learning opportunities according to the Professional Learning Plan to enhance classroom instruction and student achievement.
- Attends workshops, conferences, and other professional learning events to remain current in the field and to learn about innovative technologies and instructional strategies.

Other Functions:

- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Common Core State Standards (CCSS);

Basic operations, services, and activities of SDCOE alternative education programs;

Instructional methodologies and strategies used for students with diverse educational needs;

Equity issues;

Current principles and practices of behavioral management and constructive conflict resolution, including restorative justice, trauma informed care, and Positive Behavioral Intervention Supports.

ABILITY TO:

Plan program and curriculum implementation;

Evaluate the attainment of student's goals and objectives;

Work effectively with students considered unsuccessful in previous school or social settings;

Develop and implement innovative and flexible programs for students;

Establish and maintain cooperative and effective working relationships with students, staff, parents, and partner agencies;

Analyze situations accurately and adopt an effective course of action;

Work independently with minimal direction;

Plan and organize work;

Provide assistance to others for the purpose of supporting them in the completion of their work;

Communicate with others for the purpose of providing information, developing plans for services, and/or making recommendations;

Research resources and methods for the purpose of developing and implementing programs and services for the assigned functional responsibilities;

Demonstrate non-judgmental cultural and linguistic sensitivity;

Establish work priorities;

Communicate effectively orally and in writing in an informative and motivational manner; Exercise professional judgment in making decisions;

Communicate appropriately and effectively with students, parents, administrators, other school personnel; supervise assigned staff.

Working Environment:

ENVIRONMENT:

Duties are typically performed in a classroom environment. Must be able to travel between multiple school or community sites. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Three (3) years successful teaching experience in K-12 education; experience in the development and presentation of professional learning; and experience mentoring teachers in effective instructional and assessment strategies; and

Education: Bachelor's degree from an accredited college/university; or

Equivalency: A combination of education and experience equivalent to a bachelor's degree and three (3) years successful teaching experience in K-12 education; experience in the development and presentation of professional learning; and experience mentoring teachers in effective instructional and assessment strategies.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California multiple or single subject teaching credential

Leading Edge Certification (LEC) preferred

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Basic Teacher Compensation Plan, Salary Plan 060

Approval Date: 19XX

Approved by: Dr. Olivier Wong Ah Sun, Assistant Superintendent
Human Resources Services

Revised: 5/17, 6/20