

POSITION DESCRIPTION

TITLE: INSTRUCTIONAL COACH

TYPE: Licensed
Exempt

REPORTS TO: Principal or Designated Administrator

POSITION SUMMARY:

The primary purpose of this position is to utilize a cycle of inquiry to observe instruction and student learning, and consult with teachers regarding quality teaching and learning practices, as defined by the District. Additional responsibilities include conducting training and staff development activities for professional and support staff.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Education or related field
2. Background and Criminal History Clearance
3. Valid Oregon Teaching License with ESOL endorsement.
4. Four to five years successful classroom teaching experience, including sheltered English techniques and ESOL
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
6. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Knowledge of human growth and development at assigned instructional level(s).
10. Training and knowledge in constructivist teaching methods, critical and culturally responsive pedagogy.
11. Training and knowledge of research and methods in English language development, first and second language acquisition, bilingual education, dual language, literacy development, scaffolding and sheltering instruction, and differentiation of instruction for individual learning needs.
12. Knowledge of effective student behavior management methods.
13. Have expertise in: content knowledge, instructional practices, adult learning, specific coaching practices that align to Woodburn School District philosophy
14. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Utilizing the District-adopted cycles of inquiry, supports teachers with the implementation of effective instructional strategies and improved instructional materials to ensure quality fidelity and consistency of instruction in order to improve student achievement.
2. Is familiar with grant goals and aligns coaching responsibilities with the grant goals.
3. Establishes regular communication with principal(s) and teachers.
4. Collaborates with principals instructional leaders to determine the full implementation of research-based instructional best practices.

5. Documents the cycle of inquiry and work completed in support of grant goals.
6. Provides technical assistance and consultation to assigned school(s) concerning professional development and resource needs for implementation of all district programs and curriculum.
7. Collaborates with other Instructional Coaches to ensure consistency of vision, goals, and program implementation, and to design professional development for curricula and effective teaching and learning practices.
8. Conducts training and other staff development activities as directed or appropriate.
9. Participates in training and consultation with other Instructional Coaches and administrators concerning coaching strategies and guidelines, District Performance Standards and effective teaching and learning practices.
10. Observes instruction and consults with teachers individually or in groups regarding quality teaching and learning practices.
11. Maintains familiarity with current research in the field of bilingual/bicultural education.
12. Develops and submits reports as required by supervisor.
13. Follows all safety rules.
14. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
15. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
16. Assists parents and community members as needed.
17. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
18. Complies with professional development activities as required by the District.
19. Actively seeks out and participates in professional development activities designed to improve professional competence.
20. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
21. Holds expectations for high performance of self, staff, and students.
22. Assesses results of performance for improvement on a regular basis.
23. Demonstrates computer literacy and operates software programs as related to job responsibilities.
24. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
25. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
26. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
27. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
28. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.

3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year is approximately 201 days, subject to change. May include extended contract hours or days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date