

# INSTRUCTIONAL COACH – School Wide

## Duties and Responsibilities

- ***Provide school wide instructional leadership***
  - *In lieu of face to face instruction, time should be focused on supporting teachers to implement quality Distance Learning practices and/or a hybrid model of instruction per requirements of local and state officials*
  - Help shape and implement the instructional plan of the school
  - Work with instructional leadership to identify strategies to address long- and short-term instructional goals and focus areas
  - Collaborate with department chairs, Grade Level Academy (GLA) lead teachers, teachers and administrators to plan and deliver effective PD sessions to address school wide instructional goals and focus areas
  - Assist departments, GLAs, and individual teachers to develop instructional plans to address student needs indicated by school wide and department data (SBAC, Formative Assessments, A-G completion, grades, credits earned, etc.)
  - Assist departments to develop and/or revise instructional pacing plans that address Common Core and content standards
  - Assist departments and/or course-alike teams to develop course plans and content lessons that provide access to core content, through differentiation and/or scaffolding, to all student subgroups
  - Coordinate Co-Plan Co-Teach sessions, Classroom Walks, and other school wide mechanisms to support implementation and use of strategies that facilitate student to student interaction using the language of grade level, standards-based content.
- ***Provide instructional support to teachers***
  - Mentor teachers through professional conversations, provision of instructional materials, provision of professional resources
  - Assist teachers to implement and regularly utilize strategies to deliver effective content lessons for the improvement of academic skills and achievement of students
  - Provide coaching to teachers through instructional planning, classroom observation with feedback, instructional modeling, instructional co-teaching, reflective conversations
  - Assist teachers to develop content lessons that provide access to core content, through differentiation and/or scaffolding, to all student subgroups
  - Facilitate voluntary Instructional Cadres of teachers who meet to study, discuss, and determine solutions for self-selected areas of instructional practice
- ***Plan, coordinate and oversee new teacher support***
  - Plan and lead New Teacher Orientation sessions – BCCHS organizational design, BCCHS instructional expectations, classroom routines, classroom management, other topics
  - Meet with individual new teachers at least twice monthly to provide coaching support: classroom management plans, development of classroom routines, instructional planning, assessment development and delivery, classroom observation with feedback, instructional modeling, instructional co-teaching, reflective conversations, other as needed

- Provide support services to new teachers working to earn a Clear Credential through the Hart School District approved program.

- ***Perform other related duties as assigned***

### **Minimum Requirements**

- Five years of successful full-time certificated classroom experience
- Three years of experience at middle or high school, grades 6-12
- Valid California teaching credential
- Permanent status at BCCHS

### **Desired Qualifications**

- Effective oral and written communication skills
- Effective interpersonal skills
- Ability to work effectively with teachers at all levels of experience and content areas
- Knowledge of the Common Core State Standards (CCSS) for ELA, Mathematics and Literacy
- Knowledge of effective research-based instructional strategies
- Experience coaching or working with adult learners
- Experience in planning, designing, implementing professional development for small and/or large groups