

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **TOSA: 1.0 FTE – MS Instructional Support Coach (.5), Dean (.3), Intervention Class (.2)**

### **Purpose of the Job**

The Instructional Support Coach, under the direction of principal will be responsible for facilitating, coordinating and implementing a school wide coaching model, student supervision and teaching an intervention class.

### **Essential Job Functions**

1. Facilitates teachers' understanding and implementation of the Common Core State Standards and the NKSD Teaching and Learning Framework by developing and executing Collaborative and Individual Learning Cycles.
2. Creates detailed coaching plans, which include focused goals and measures of success, to drive learning cycles.
3. Supports teachers' achievement of goals by using coaching strategies that gradually release responsibility for implementing instructional practices to the teacher (for example, co-planning, modeling, co-teaching, side-by-side coaching, and observing).
4. Consistently analyzes teacher practice through ongoing classroom observations, data analysis, and examination of student work.
5. Provides clear and direct feedback to teachers based on analysis of practice.
6. Tracks student and teacher progress to assess the effectiveness of coaching.
7. Develops teachers' capacity to collect and analyze multiple sources of data to improve student learning.
8. Fosters collaboration and teacher leadership.
9. Participates actively on the school's School Success Team.
10. Attends professional development meetings, trainings, and all events led by NKSD Teaching and Learning Department.
11. Other duties as assigned by the Director of Instructional Programs
12. Assists the Principal in the monitoring and supervising of student attendance and discipline.
13. Assists the Principal in the supervision of buses, hallways, outside areas, cafeteria and parking lot.
14. Assists the Principal in supervision of extracurricular activities.
15. Monitors daily student attendance and administers NKSD attendance policies.
16. Administers appropriate discipline to all students as outlined by NKSD Code of Student Conduct.
17. Monitors clerical assistants and the accurate compilation of daily attendance reports and records.
18. Coordinates and conducts appropriate parent/teacher conferences related to attendance and discipline.
19. Communicates daily with students, parents, and teachers regarding attendance and discipline matters.

**Qualifications:**

**Education & Experience:**

1. Teaching experience (3 years)
2. Experience working with diverse populations.
3. Prior successful experience in implementing interventions especially in language arts and/or math.
4. Highly qualified in language arts and/or math.

**Knowledge Skills & Abilities:**

5. Demonstrated organization and interpersonal skills, including oral and written communication skills.

**Licenses, Certificates & Special Requirements:**

6. Valid Washington State teaching certificate.

**Reporting Relationship:**

The TOSA: Instructional Support Coach reports to the building principal

**Conditions of work:**

**Union Affiliation:**

NKEA

**FLSA Status:**

Exempt

**Salary Range:**

NKEA Salary Schedule

**Job #**

**Job History:**

Created: 7/24/13

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources    Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.*

12/13/12