



# Romoland School District

## JOB DESCRIPTION

### INSTRUCTIONAL COACH

#### **SUMMARY**

Under the direction of the Director of Educational Services, the Instructional Coach will work with TK-8 teachers and administrators. Primary responsibility is to assist teachers in the planning and delivery of a quality instructional program for all students with special emphasis on their specialized area of focus and the implementation of Common Core State Standards.

#### **REPRESENTATIVE DUTIES**

- Plan and conduct professional development activities for administrators, teachers, and paraprofessionals.
- Serving as a coach, work with administrators and teachers to implement effective instructional methods, practices, and strategies.
- Support the continuous process of collecting and analyzing data from student assessments to assist teachers and to guide instruction.
- Assist teachers in individual, small group, or large group settings in aligning instruction with appropriate instructional standards.
- Prepare and conduct demonstration lessons, curriculum planning, and pacing for elementary and middle school programs.
- Model strategies and skills that increase content-area reading and writing success.
- Participate in classroom walk-throughs and provide feedback to improve instructional delivery.
- Provide teachers with time to observe their peers by covering their teaching assignments.
- Monitor instructional pacing within lessons to ensure instructional time is maximized.
- Facilitate professional collaborative groups among teachers in which issues related to implementing effective content instruction are considered, current research and writing on effective practice is read and discussed, engaging lessons are planned, and student work and data are reviewed to inform instruction.
- Infuse instructional technology into content area instruction.
- Ability to interact with and maintain positive staff relationships.
- Promotes positive image of public education.
- Follows District and Schools' policies.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Curriculum expectations for subject(s) being taught.
- Differentiated classroom instructional practices that promote student academic success.
- Understanding of the needs of a diverse student population.
- Strong oral and written communication skills.
- Effective instructional strategies and standards-based instruction.
- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
- Instructional strategies used in the enhancement of curricular programs.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Classroom procedures that promote appropriate student conduct and motivation for student learning.
- Federal, State and District standardized assessment requirements.
- Current trends and research concerning the growth and development of children.
- Curriculum, goals, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Record keeping, research methods, and report preparation techniques.
- Modern office practices, procedures, and equipment.
- Applicable sections of the State Education Code, District Policies and other applicable laws.
- Work independently with little direction.
- Maintain current knowledge of applicable curriculum and school instruction related regulations.
- Establish and maintain a variety of accurate record keeping and filing systems.
- Communicate effectively both orally and in writing.
- Maintain consistent, punctual, and regular attendance.
- Work in a diverse socio-economic and multicultural community.
- Maintain professional and positive relationships with students, parents, colleagues, and administration.
- Operate a computer and job-related equipment.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

## **EMPLOYMENT STANDARDS**

### **Education and Experience:**

- Bachelor's Degree or higher is required.
- Minimum of four years of successful experience as a classroom teacher.
- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed.

**Licenses/Certificates:**

- Valid California teaching credential appropriate to the position is required.
- CLAD, BCLAD, or other valid certificate authorizing services to English Language Learners is required.
- Must meet NCLB Highly Qualified status in appropriate subject area(s).
- Tuberculosis clearance and fingerprint clearance by the California Department of Justice are required upon employment.

**PHYSICAL DEMANDS and WORKING CONDITIONS**

Essential physical requirements, which the candidate must possess, are indicated with an “**E**”.

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. **E**
- Able to conduct verbal conversation. **E**
- Able to hear normal range verbal conversation (approximately 60 decibels). **E**
- Able to sit, stand, stoop, kneel, bend and walk. **E**
- Able to sit for sustained periods of time. **E**
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 50 lbs.
- Able to carry up to 50 lbs.
- Able to reach in all directions.
- Able to operate office machines and equipment in a safe and effective manner. **E**
- Able to demonstrate manual dexterity necessary to operate calculator, and computer.

*Romoland School District Board of Trustees prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation, at any district site and/or activity. Minority and bilingual persons are encouraged to apply.*

Employment Status: **RTA Bargaining Unit**

Initiated: 3/26/2014

Job Description Board Approved: 4/8/2014