



St. Helens School District
St. Helens, OR
Job Description

Job Title: District Instructional Coach
Reports To: Building Administrator

JOB SUMMARY

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. **Professional Development:** Provide individualized coaching and mentoring to teachers to improve their instructional practices. Collaborate with educators to set goals, develop action plans, and implement research-based teaching strategies aligned with district and state standards. Support the instructional development of all teachers in understanding the SHSD curriculum and varied assessments, the 5 Dimensions for Teaching and Learning and data analysis.
2. **Data Analysis:** Analyze student assessment data, classroom observations, and other relevant metrics to identify instructional strengths and areas for improvement. Use data to inform instructional decision-making, monitor progress, and adjust coaching strategies as needed.
3. **Model Lessons and Demonstrations:** Conduct model lessons and demonstrations to showcase effective teaching strategies, instructional techniques, and classroom management practices. Provide real-time feedback and support to teachers during and after the demonstration.
4. **Curriculum Alignment:** Assist teachers in aligning curriculum, instruction, and assessment to ensure coherence and alignment with academic standards and instructional goals. Collaborate with curriculum coordinators and content specialists to develop and implement high-quality instructional materials and resources.
5. **Professional Learning Teams (PLTs):** Facilitate and participate in PLTs to promote collaboration, reflection, and shared learning among teachers. Guide PLC discussions on instructional strategies, student data analysis, and best practices for improving student achievement.
6. **Technology Integration:** Support teachers in integrating technology tools and resources into instruction to enhance student engagement, differentiate instruction, and promote 21st-century skills. Provide training and support on educational technology platforms and applications.
7. **Differentiated Instruction:** Assist teachers in implementing differentiated instruction strategies to meet the diverse needs of students, including English language learners, students with disabilities,

and gifted learners. Provide resources, strategies, and support for modifying instruction and assessment to address individual student needs.

8. Professional Growth: Stay current on research, trends, and best practices in education through professional reading, participation in conferences, and networking with colleagues. Continuously reflect on and refine coaching practices to improve effectiveness and impact.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Master's degree in education or a related field
2. Hold an appropriate license from Teacher Standards and Practices Commission in the State of Oregon
3. Minimum of 3-5 years of successful teaching experience in K-12 settings
4. Previous experience as an instructional coach, mentor teacher, or professional development facilitator preferred
5. Strong knowledge of curriculum development, assessment practices, and educational technology integration
6. Excellent communication, collaboration, and interpersonal skills
7. Demonstrated ability to analyze data, set goals, and monitor progress towards improvement
8. Strong understanding of Conscious Discipline, RTI and AVID.
9. Commitment to equity, diversity, and culturally responsive teaching practices

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **In an eight-hour day employee may:**
2. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
3. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
4. Drive None 1-3 hrs 3-5 hrs 5-8 hrs
5. **Employee may use hands for repetitive:**

Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls: Yes No

4. Employee may need to:

- a. Bend Frequently Occasionally Not at all
- b. Squat Frequently Occasionally Not at all
- c. Climb Stairs Frequently Occasionally Not at all
- d. Lift Frequently Occasionally Not at all

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 5/2024

I have read and understand this job description.

Signature: _____

Date: _____