MT. DIABLO UNIFIED SCHOOL DISTRICT

COACH/SPECIALIST (TEACHER ON SPECIAL ASSIGNMENT)

CERTIFICATED TEACIDNG PERSONNEL

Duties and Responsibilities of a Coach/Specialist (Teacher on Special Assignment)

The Coach shall be under the supervision of a district or site/grant administrator and shall be evaluated on the basis of how his/her performance conforms to the California Standards for the Teaching Profession.

Job Goal

Supports and has primary responsibility for coordinating district implementation of professional development for teachers in an identified area of curriculum need. The Coach provides support for the improvement of education within the Mt. Diablo School District with particular attention paid to low performing schools by expanding teachers' understanding of content knowledge and strategies for the effective delivery of such knowledge as well as content literacy skills to address the individual needs of students.

Supports district efforts to develop school-university-community partnerships to support curriculum development and improve student achievement.

Duties and Responsibilities of the Coach/Specialist are as follows:

Provides coordination of the program initiatives, recruitment of participants and the development of professional growth activities to selected teachers through the use of programs, in-services, summer institutes and workshops tailored to the needs of specific grade levels.

Collaborates with the site/grant administrator, grade level teams, the content specialists, curriculum specialists, and community partners to facilitate discussions, conduct observations in the classrooms, prepare model lessons and demonstrate effective lesson design for teachers.

Monitors program delivery by preparing progress reports on the efficacy and progress of the academic program and individual student achievement. Maintains records of activities and collaborates with the district staff to schedule and coordinate meetings and prepare materials.

Serves as an information resource and makes presentation to a variety of audiences regarding the academic program. Maintains and increases knowledge of policies, issues and trends in education which impact student achievement.

Assists sites with the implementation of a program based on collected data and a review of the program for compliance and effectiveness for annual evaluation. Assists with identifying specific areas of need and possible resources to address those needs and future goals and priorities for program growth.

Complies with all laws and regulations of the State of California, policies and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which includes but is not limited to:

a. Attending job-related meetings and activities
b. Submitting accurate forms, reports and other required documents
c. Complying with mandatory child abuse reporting laws
D. Adhering to State adopted curriculum and standards

Performs other job related duties as required.

Qualifications:

Maintains a valid teaching credential for the position and a driver's license.

Demonstrates knowledge of subject matter, leadership and organizational skills and the ability to work collaboratively with all members of the site/grant and district.

Work Year/Salary Range

Regular teacher work year of 183 days with 10 flexible days paid @ per diem rate, to be assigned by supervisor if warranted.

Approved by the Board of Education: November 27, 2006