

## ONTARIO-MONTCLAIR SCHOOL DISTRICT

### TEACHER ON ASSIGNMENT - INSTRUCTIONAL COACH

#### **DEFINITION:**

Under the supervision of the site administrator, the Teacher-On-Assignment, Instructional Coach works collaboratively with classroom teachers and site administration and leadership team to promote student achievement by identifying school-wide instructional strategies, providing model lessons to classroom teachers, observing lessons and giving constructive feedback and assisting teacher in collecting student achievement data and using the data to modify instruction. Using student achievement data, the Instructional Coach will identify staff development needs, plan, present and evaluate on-site staff development activities.

#### **EXAMPLES OF DUTIES:**

- Provide model lessons for classroom teachers using scientifically, research based instructional strategies.
- Observe classroom teachers instruction and provide constructive feedback on ways to improve delivery methods.
- Assist classroom teachers in collecting, analyzing and using student achievement data to guide instruction.
- Schedule release time for classroom teachers and accompany them in conducting peer observations.
- Identify site staff development needs by using student achievement data.
- Plan, schedule, and conduct site staff development activities aligned with district and site goals.
- Establish a system for evaluating the staff development activities.
- Attend site leadership, grade-level and department meetings.
- Assist grade-level and department teams in developing short and long-term goals.
- Assist site administration in accessing research articles addressing scientifically, research-based instructional strategies.

#### **QUALIFICATIONS:**

Knowledge and understanding of:

Scientifically, research-based instructional strategies for teaching reading;

Principles, methods, techniques, strategies and trends in effective staff development programs;

Human relations strategies, conflict resolution strategies, and team building principles and techniques;

Program assessment and evaluation techniques, strategies and procedures;

#### **ABILITY TO:**

Effectively organize professional development activities;

Communicate effectively in oral and written form;

Analyze and assess project needs and make recommendation pertaining to implementation;

Organize and participate in assessment and program evaluation procedures.

#### **EXPERIENCE:**

Minimum of three years classroom experience.

Experience working with adult learners.

#### **CERTIFICATION OF EMPLOYMENT:**

Possession of a California Clear Teaching Credential

#### **LICENSE REQUIREMENT:**

Possession of a valid California Motor Vehicle Operator's license.

**CONDITIONS OF EMPLOYMENT**

Insurability by the District's insurance carrier.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel objects tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employees occasionally work in outside weather conditions.

The noise level in the work environment is usually moderate.

**BOARD APPROVED: August 21, 2003**