

BUENA PARK SCHOOL DISTRICT

TEACHER ON SPECIAL ASSIGNMENT - INSTRUCTIONAL COACH

DEFINITION

Under the supervision of the Director, the Instructional Coach supports student learning through collaborative coaching with teachers. The Instructional Coach will work alongside teaching staff through a coaching cycle model to develop strategic learning objectives for professional growth and instructional enhancements. The Instructional Coach assists teachers with selecting appropriate curricula and offers professional training in developing and implementing appropriate strategies. In addition, the Instructional Coach will collaborate with teachers in the collection of student data to gauge the impact and effectiveness of various lesson designs.

EXAMPLES OF DUTIES

The Instructional Coach will:

- Assist teachers in setting SMART goals for feedback, especially around school and district priorities in foundational language arts and mathematics;
- Collaborate with the classroom teacher to determine what data should be collected;
- Collect information in classrooms with care and curiosity;
- Plan for collaborative and reflective debrief conversations;
- Develop trusting relationships with staff;
- Maintain a non-evaluative stance;
- Maintain confidentiality with the classroom teacher;
- Meet with the principal to collaborate on scheduling and the coaching cycles;
- Participate in ongoing professional development to support adult learners;
- Attend monthly collaboration meetings with other Instructional Coaches;
- Dedicate approximately 80% of time to coaching activities;
- Ascribe to a coaching cycle that includes the following: Plan, Observe, Debrief, Reflect;
- Complete other duties as assigned.

QUALIFICATIONS

This position offers an opportunity to work as a Teacher on Special Assignment with certificated staff to enhance classroom-based educational instruction and interventions. The ideal candidate will be a passionate and collaborative professional who can facilitate reflection and excellence in educational practice and pedagogy for the benefit of all students and staff.

Candidates must have:

- A valid California credential authorizing service as a teacher in a TK-8 school district, with appropriate authorization for instructing English Learners.
- Five years of appropriate teaching experience in the regular education program.
- Prior experience providing some form of teaching mentoring or coaching, such as BTSA/Induction, Cotsen Mentor, TOSA, etc. is preferred.
- An earned master's or higher degree from an accredited college or university in education, curriculum and instruction, or a closely related field, is preferred.

Ability to:

- Organize, prioritize, work under time constraints, and be flexible in an environment of multiple tasks and changing priorities
- Have credibility with schools and other stakeholders with demonstrated ability to collaborate with peers
- Work effectively with diverse stakeholders
- Successfully work independently as well as in a team environment
- Have a high degree of professionalism, integrity, and dependability
- Communicate with individuals from varied educational and cultural backgrounds
- Maintain accurate records
- Develop a personal growth plan as a professional educator
- Demonstrate respect and concern for students, parents, other staff members, and administrative colleagues
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form

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- Make decisions and perform on the job according to district standards
- Communicate effectively and tactfully in both oral and written forms
- Prepare a variety of reports and presentations
- Use technology for instructional purposes as well as to communicate, create presentations and reports, collect, analyze and use student data to identify student learning needs
- Meet schedules and timelines

WORKING CONDITIONS

Environment:

School environments, with frequent interruptions

Physical Demands:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines; communicate clearly in English; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; lift and carry up to 20 pounds; operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier

Board Approved: 2-13-24

To be paid on the 23-24 Teacher Salary Schedule