

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Elementary Instructional Coach

BASIC FUNCTION:

The Elementary Instructional Coach, under the supervision of the site principal, will assist in district efforts to build teachers' capacity in content and pedagogy by providing and supporting ongoing content-focused professional learning with content-specific coaching and feedback. The Elementary Instructional Coach will monitor and analyze student learning as a means of deepening teachers' content knowledge, improving learning experiences, and elevating student achievement.

ESSENTIAL DUTIES:

- Assist school site teachers and administrators with the implementation of content area state standards and frameworks, and increasing rigor in the classroom through depth of knowledge (DOK). Research and develop an appropriate curriculum aligned with the California State Standards (CSS). Make recommendations regarding the purchase of instructional materials, as needed.
- Plan, design, and execute professional development sessions for teachers, principals, and district administrators related to standards-aligned curriculum, research-based instructional practices, formative and summative assessments, and student-centered learning experiences
- Partners with teachers to help them improve teaching and learning so their students become more successful by helping the teacher analyze current reality, setting goals, identifying and explaining teaching strategies to hit goals, and providing support until the goals are met.
- Demonstrate exemplary instructional strategies for teachers through the following practices: instructional coaching, modeling lessons, co-teaching, collaborative lesson planning, facilitating lesson study, and providing small and large group collaboration sessions.
- Assist teachers with the analysis of formative and summative data for use in Professional Learning Communities (PLCs) and school-based Multi-Tiered Systems of Support (MTSS).
- Attend training and staff development as needed.
- Assist with District efforts to communicate with staff, school-related organizations, and community members regarding content area standards and other District and school priorities.

OTHER REPRESENTATIVE DUTIES:

- Maintains professional competence through in-service education activities and professional learning communities provided by the District and/or self-selected professional growth activities.
- Perform other related duties as required and assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Best practices in working with adult learners.
- Curriculum development and program design.
- Best practices that positively impact instruction and learning.
- Student assessment processes and techniques.
- Effective communication, presentation, and interpersonal skills.
- Effective organization, time management, and follow-up skills.
- Collaboration techniques, mentoring, and/or coaching teachers.
- Modern technology practices for office and instructional use.

Ability to:

- Communicate effectively in oral and written form, clearly and persuasively.
- Establish and maintain cooperative and effective working relationships with others.
- Organize, evaluate, and analyze data and plan actions based on the data collected.
- Serve as a resource in classroom management, curriculum, instruction, assessment, and technology for instructional staff.
- Successfully handle multiple projects concurrently; ability to work as a team member.
- Conduct staff development.
- Meet schedules and timelines.

Personal Qualities:

Appearance, grooming, and personality which establish a professional example for pupils and peers. Ability to meet District standards for physical or mental health.

Above-average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills

- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Education/ Experience:

- Bachelor's Degree
- Master's Degree in an educationally related field
- Five (5) years of teaching experience
- Two (2) years of experience coaching teachers or demonstrated leadership ability.

Certification/Licenses Required:

- Valid California Teaching Credential
- Valid California Motor Vehicle Operator's License

WORKING CONDITIONS:

Environment:

- Outdoor playground and sports field environments.
- Indoor office and classroom environment.
- Moderate to loud noise levels.

Physical Requirements:

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 essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 15 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions, and limitations of assigned duties.

Work Year: 10 months

Salary Range: Certificated Salary Schedule