General Purpose:
Under the supervision of the Assistant Superintendent, Curriculum and Instruction, the Education Specialist Coach/Instructor provides instruction, coaching and support aligned to California State Standards, Education Specialist Credential Program Standards and Teaching Performance Expectations.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Understand and align instruction and coaching with credential program goals, design and expected outcomes.
- Develop coursework and field-study projects, in collaboration with other faculty to meet teacher intern needs, course syllabus and outlines, aligned to course context, Teaching Performance Expectations (TPE’s), California Standards for the Teaching Profession (CSTP), and Education Specialist Program Standards.
- Teach assigned intern program courses by planning, preparing and presenting relevant lessons that address the needs of teacher interns, building upon support and assessment procedures and embedded fieldwork activities in a hybrid course structure, including online videoconference/recorded and face to face sessions.
- Compile, administer, and grade teacher intern assignments, fieldwork projects, quizzes and examinations and inform teacher interns of their progress.
- Provide coaching and reflective feedback to education specialists.
- Monitor timelines, procedures and reporting requirements of the Placer County Office of Education and CTC, including grade reports and deadlines, attendance record reports, withdrawal deadlines, and data collection.
- Utilize a variety of effective instructional and coaching strategies, including providing professional resources and informal and formal observations, in order to engage and support teachers in their development of teaching practices.
- Maintain confidentiality in all professional relationships, participation in professional job-related organizations, professional competencies in areas of responsibility.
- Plan, prepare, organize and schedule ongoing classroom visits and formal observations.
- Inform teachers of their progress by providing feedback and reflective dialogs assigned to classroom practices and fieldwork projects.
- Support veteran education specialist teachers in their practice through coaching and/or facilitation of Professional Learning Communities.

Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:
- Possession of a valid CA Education Specialist Mild/Moderate credential required
- Mild/Moderate and Moderate/Severe dual credential preferred
- Master’s Degree Preferred
Experience:
- At least three years of special education teaching experience
- Expertise and experience in areas related to teaching and coaching adult learners

Knowledge, Skills and Abilities:
- California Standards for the Teaching Profession (CSTP), Commission Preconditions & Standards for Intern Programs, Continuum of Teaching Practice, and Education Specialist Program Standards.
- State Accountability Systems
- California Content Standards and K-12 Frameworks
- Principles, practices, methods and strategies applicable to instruction, general curriculum, adult learning, and learning activities
- Students with disabilities, assessment practices, instructional strategies, IEP development, progress monitoring and state requirements for special education teachers
- Effective teaching, mentoring, coaching and learning focused supervision strategies
- Ability to learn and utilize integrated technologies, including, but not limited to Go To Meeting, Canvas, LMS, Google Docs, PowerPoint, Keynote, learning applications for intern teachers
- 21st Century Skills, including creativity, communication, collaboration, and critical thinking and the importance of integration with next generation students
- Diverse learning styles and cultural influences in learning
- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility

Required Testing:
- None

Certificates & Licenses:
- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:
- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:
- Work is performed in an office or school environment, and involves contact with staff, teacher candidates, representatives or other agencies, and the community.
- Flexible work schedule, including evenings and/or Saturdays

Physical Requirements:
- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
• Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
• Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
• Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
• When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
• When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based upon education and experience

Reviewed and Approved:

[Signature]
Date: 5.2.19

Human Resources:
[Signature]
Date: 5.1.19