

## JOB DESCRIPTION

April 2016

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

### INSTRUCTIONAL COACHING SPECIALIST

#### **General Purpose:**

An Instructional Coaching Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Instructional Coaching Specialist is responsible for implementation of curriculum, instructional strategies, professional development, and Professional Learning Communities (PLC's).

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

- Assists teachers by coaching them on how to improve teacher and student performance in mathematics and English Language Arts (ELA) and other content areas.
- Develops a trusting and reflective professional partnership with teachers.
- Provides regular, on-site classroom based coaching support to each teacher following a coaching cycle including model and demonstration, lessons and co-planning and co-teaching.
- Coaches and assists teachers with curriculum development, classroom management, instructional strategies, assessment of student performance, and all aspects of professional development in multiple content areas.
- Develops and facilitates regional coaching professional development and PLCs.
- Improves teachers' ability to understand, plan and assess student progress toward meeting standards.
- Improves teachers' content, management and instructional strategies to better address the needs of all students in a positive environment.
- Supports administrators in curriculum and instructional leadership.
- Facilitates PLC and provides opportunities for peer reflection, collaboration and coaching.
- Develops effective scheduling plans to visit and support each teacher during the year.
- Provides feedback on program effectiveness to site and program administrators.
- Participates in the program evaluation process.
- Participates in orientation and professional development activities for teachers, including training.
- Takes leadership role in professional development activities.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators and groups.
- Prepares reports, maintains program files and record keeping systems for accountability.
- Demonstrates a working knowledge and use of instructional strategies for working with the diverse needs of students in multiple content areas.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance.

#### **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.



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### **Education:**

- A Bachelor's degree in a job related area is required.

### **Experience:**

- Elementary, Middle School and/or High School teaching experience is required.
- Instructional coaching is required.
- History of successful teaching to a variety of students from diverse populations is preferred.
- Secondary teaching experience with extensive professional development in Mathematics or ELA is preferred.
- History of successful leadership and mentoring in instruction at the site or district level is preferred.
- Experience developing and providing professional development is preferred.

### **Knowledge, Skills and Abilities:**

- Knowledge of principles and practices of instruction, curriculum, professional development and assessment.
- Knowledge of California content Standards and Curriculum Framework and problems associated with implementing curricular and instructional programs.
- Knowledge of other coaching models and resources focused on support of standards-based instruction.
- Skills in effective oral and written communication.
- Ability to impart knowledge and understanding about effective teaching practices to others.
- Ability to work independently and as part of a team.
- Ability to express ideas and concepts clearly and concisely in oral and written form.
- Ability to establish and maintain cooperative and professional working relationships with Individuals, groups and public and private agency personnel.
- Ability to motivate, challenge and guide others in the improvement of educational goals.
- Ability to utilize reflective coaching in content and pedagogy.
- Ability to plan, organize and conduct coaching activities.
- Ability to maintain and improve professional skills and knowledge.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California teaching credential based on a bachelor's degree and teacher preparation program including student teaching.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office, school environment, continuous contact with staff and representatives of other agencies.

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**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:

Supervisor:

Human Resources:

Date:

Date:

4/6/16

4/1/16