

SOUTH WHITTIER SCHOOL DISTRICT
Department of Human Resources



Definition

Under the direction of the Associate Superintendent of Educational Services, provides professional development services to sites in a specific curricular area or strategy. In addition, the Instructional Coach demonstrates the ability to share that knowledge and experience with their colleagues in an effective way and assumes a leadership role in improving students' chances of achieving their maximum potential. Coaches work at both the District and site level to provide school-based ongoing professional development and support teachers in implementing research-based strategies within the classroom. Coaches and teachers work together to analyze student assessment data in order to select strategies that will enhance student achievement. Incumbents may perform any combination of the essential job functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

Essential Duties

The duties listed below are intended only as illustrations of the various types of work that might be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

- Provides District level and school-based ongoing professional development and support to teachers in implementing research-based strategies.
- Analyzes student assessment data to select the strategies that will enhance student achievement.
- Designs, implements, and supports learning opportunities for teachers and students based on Common Core State Standards intended to build capacity and expertise.
- Designs instructional plans and organizes instructional time to provide a balanced program of instruction, demonstration, and individualized learning through the use of differentiated strategies.
- Designs, implements, and supports learning opportunities for teachers of English learners and underserved students.
- Supports and coaches classroom teachers to implement effective instruction that is aligned with the District/State-adopted Common Core Standards, curriculum, and assessments.
- Supports Structured English/Language Immersion classes.
- Supports and coaches classroom teachers to implement effective ELD instruction.
- Provides classroom demonstration lessons, modeling, and classroom observations with follow-up coaching.
- Works with site leadership to plan ongoing professional development and collaborative sessions to select appropriate targeted services in various content areas.
- Facilitates teachers, grade-level leaders, department chairs and site leadership teams' analysis, discussion, and use of assessments, student work, and observational data to inform instruction.
- Models the characteristics of a reflective professional who monitors and evaluates own professional activities with the goal of continual growth and development.
- Collaborates as a member of a network of instructional coaches to share best practices and disseminate knowledge.
- Utilizes the knowledge and skills of cultural proficiency to enhance educational experiences for linguistically and culturally diverse students.
- Makes decisions, models, and behaves in ways that demonstrate professionalism, ethics, integrity, and equity.
- May facilitate and provide oversight of intervention program.
- Motivates adults to transform their practice.
- Perform other related duties as assigned.

Qualifications, Knowledge, and Abilities

- A valid California Multiple Subject Teaching Credential including English Learner Authorization
- Master's Degree granted by an accredited institution
- A minimum of five (5) years of successful teaching at the elementary level
- Bilingual/biliterate (Spanish) desirable
- Experience as a professional development trainer including experience in school/community leadership roles which require public speaking; effective strategies, theories, techniques and methods of adult professional development
- Successful techniques in classroom management and instructional planning
- Expertise in Common Core State Standards including ELD standards
- Ability to analyze, interpret, communicate, and use state and District data
- Work with diverse school sites and conditions
- Motivate change in socio-economically diverse communities
- Communicate effectively orally and in writing
- Demonstrate experience working with EL students
- Experience coaching classroom teachers in, but not limited to, Direct Interactive Instruction (DII), Thinking Maps, Cognitive Guided Instruction (CGI), Guided Language Acquisition Design (GLAD) and the Common Core State Standards preferred

Physical, Mental, and Environmental 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. Appearance, grooming, and personality which establish a desirable example for parents, staff and students.

Physical Requirements

While performing the duties of this position, the employee is required to consistently sit for periods of time; talk or hear, in person and by telephone; use of hands and fingers to touch, feel or operate standard office equipment including technology, and reach with hands and arms; walking level surface, stand, bend and stoop; lifting objects 1-25 pounds; carry/push 1-25 pounds; specific vision abilities required include close vision to read and enter data into a computer; ability to distinguish sounds in transmission, speaking.

Mental Requirements

While performing the duties of this position, the employee may regularly be required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

Work Environment: Work in an office and school campus environment

License, Certificates and Special Requirements

Possession of a valid California Motor Vehicle Operator's License
Ability to maintain insurability under the District's vehicle insurance policy

Conditions of Employment: Must provide own transportation and must be eligible for District liability insurance.

Work Year Calendar: 10 Months

Salary: Teacher's Salary Schedule