

Position Description

Position: ELA Instructional Coach	For Board Approval 5/4/21
Salary Grade: Certificated Salary Schedule 7	FLSA: Exempt

Summary

The instructional coach is a critical lever in the implementation of the English Language Arts (ELA) lessons. The role of the coach is to build the capacity of teachers and their understanding of instructional practices as they relate to the ELA lessons. Coaches are responsible for working with teachers to ensure high-quality instruction in classrooms through modeling, co-planning, co-teaching, and providing feedback to teachers. The instructional coach position is an annual assignment.

Essential Duties and Responsibilities

- Implement the philosophy, goals, objectives and policies adopted by the Board of Trustees.
- Build strong relationships with teachers, administrators and other coaches.
- Support the instructional development of all teachers in understanding the ELA standards and ELA lessons.
- Model lessons in classrooms on a daily/weekly basis.
- Act as a model for demonstration lesson videotaping.
- Offer guidance for how the curriculum can be taught to be consistent with recognized best instructional practices that impact student achievement.
- Assist teachers with planning and pacing of lessons, differentiated lessons and the selection of best practices to meet their students' needs.
- Support teachers with the strategic-how of teaching, share multiple instructional strategies/processes with teachers during planning times.
- Work with teachers to find appropriate times to provide feedback on lessons.
- Prepare and deliver professional development on the ELA lesson template, components and research-based instructional strategies in a variety of settings from in-person or through a digital platform.
- Create an open environment that provides teachers with support and resources.
- Model effective instructional coaching strategies for TK-adult students.
- Other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Knowledge of:

- Standards-based instruction and curriculum design.
- Research-Based High-Leverage Instructional Strategies and instructional techniques that engage all learners.
- Effective professional development and presentation skills.

▪ **Abilities**

- Ability to facilitate meetings and professional development opportunities.
- Ability to multitask, manage large projects and adhere to deadlines.

- Willingness and ability to assume a leadership position and demonstrates strong interpersonal skills, including giving and receiving constructive feedback.
- Excellent verbal and written communication skills.
- Self-motivated.

▪ **Physical Abilities**

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. The employee must be able to:

- Lift, carry, push, and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of material
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel, or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

▪ **Education and Experience**

Four years of academically successful experience as a classroom teacher or equivalent combination of education experience; a strong background in effective instruction. Bachelor's Degree required. Excellent record of attendance and punctuality.

▪ **Licenses and Certificates**

Requires a valid driver's license and proof of insurance. Valid California multiple or single subject teaching credential with English Learner Authorization required.

▪ **Working Conditions**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.