



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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**Position:** Curriculum Coach

**Department:** Educational Services

**Reports To:** Content Coordinator

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**SUMMARY**

The Curriculum Coach supports student learning in specific content areas. The Curriculum Coach is responsible to bring evidence-based instructional practices into the classroom by working with teachers and other school leaders. The Curriculum Coach must have the skills to coach and mentor other teachers.

**NATURE AND SCOPE**

Under the supervision of the Content Coordinator, the Curriculum Coach provides direct support to build the content knowledge and pedagogical skills of classroom teachers.

**ESSENTIAL TYPES OF DUTIES:** (Duties may include but are not limited to the following)

- In small group and one-on-one settings, model standards-based instructional practices, strategies, and routines; co-develop and co-teach standards-based lessons and units; facilitate instructional cycles around routines and management; conduct classroom observations and provide feedback to teachers.
- With grade level teams and departments, develop units of study; facilitate the Lesson Study Process; coordinate peer observations; and assist teachers in using data to modify instruction and plan learning goals.
- Help plan and facilitate whole staff professional development; provide guidance in the implementation of standards and framework; help create opportunities for teachers to collaborate across grade levels and sites.
- Help plan and facilitate various professional development activities at the district level, such as SBC Days.
- Support classroom teachers and site administrators to analyze interim assessments and use the data to plan for instruction.

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- Help design and develop instructional resources such as curriculum maps, unit guides and curricular assessments.
- Attend ongoing professional development to increase capacity to coach]
- Performs related duties as assigned.

## QUALIFICATIONS

**Knowledge and Skills:** Requires solid professional knowledge of content standards and instructional pedagogy; knowledge of issues related to access and achievement, and successful experience working with underserved student populations.

Skill in designing professional development activities, conducting meetings and presentations, facilitating group activities; researching, interpreting, analyzing, reporting, and utilizing data and evaluating processes and resources; utilizing multi-media to integrate technology into the classroom and Lesson Study processes; operating a computer and accessing Internet resources;

Knowledge of professional development theory, effective instructional practices Common Core Content Standards, and educational issues and trends; practices and trends related to the integration of technology into instruction;

Communicate effectively orally and in written form; manage time and tasks; model norms of behavior that reflect high expectations for colleagues and students; work flexible hours on occasion.

**Abilities:** Must be able to perform all of the relevant duties of the position with minimal supervision.

**Physical Abilities:** Position involves standing; walking; stooping, occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires visual acuity and depth perception to reorganize words and numbers, and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations with individuals and groups.

**Minimum Qualifications (Education and/or Experience):** This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved

Requires a California Clear Multiple or Single Subject teaching credential. Strong content knowledge of mathematics and/or literacy development and the ability to apply it to teaching and learning. Requires experience coaching or mentoring teachers, facilitating groups, collaborative planning, and conducting professional development.

CLAD/BCLAD certification.

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