

## Pierce Joint Unified School District Job Description

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<b>JOB TITLE:</b>	<b>District Instructional Coach</b>	
<b>SALARY SCHEDULE:</b>	Certificated	<b>LOCATION:</b> District wide
<b>REPORTS TO:</b>	Site Administrators	<b>BOARD APPROVED:</b> 4/21/16

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**SUMMARY:** The District Instructional Coach will spend the majority of time working with teachers providing classroom support and professional development that would include, but not be limited to, coaching, observing, modeling of instructional strategies that support the district's instructional focus, guiding teachers in delivering effective lessons, using formative assessment to guide instruction, developing instructional plans with teachers and administrators, and delivering site based training. The District Instructional Coach will provide research-based professional development in regards to effective instructional practices. The District Instructional Coach helps guide schools toward sustainable school improvement by providing classroom teacher support and professional development services that focus on the implementation of the district's instructional delivery programs including reflective collegial cycle of inquiry, data analysis, highly functional learning communities, and instructional leadership through alignment of curriculum and instruction to state and district-identified Common Core standards.

The District Instructional Coach advocates for, facilitates, and supports the work of teachers, but does not perform supervision or evaluation. The role of a coach is separate and apart from the evaluative role of the principal or supervisor of the teacher.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Model best instructional practices and methods that have proven to increase student understanding and learning through supporting teachers with classroom demonstration, delivery of professional development and side-by-side coaching with teachers.
- Engage in the Cycle of Inquiry with teachers, making informal classroom observations and offering insights for the enhancement of teaching-learning situations. Feedback provided directly to teachers will be for the purpose of instructional support and improvement (not evaluation).
- Support individuals and collaborative teams in their effort to make data and research-based instructional decisions to support and increase student learning.
- Provide school-level or district-level professional development related to District and site initiatives.
- Provide effective communication with administrators, teachers, and other school personnel to strengthen all aspects of the instructional program.
- Work collaboratively and communicate effectively with administrators to ensure rigorous, relevant curriculum and instructional practices that will increase student learning and achievement.
- Work collaboratively and communicate effectively with administrators to strengthen vertical articulation and to create a seamless K-12 instructional program.
- Cultivate and model respectful working and learning environment.
- Work with teachers on implementation of the Common Core State Standards, curriculum and other instructional materials adopted by the district.

- Work closely with administrators to create and maintain pre-K-12 vertical alignment.
- Other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and professional development
- Knowledge of research on effective instructional practices and its impact on education.
- Demonstrated ability to maintain confidentiality
- Demonstrated skills in group facilitation
- Demonstrated skills in analyzing and using data and research for instructional decision-making
- Knowledge of and experience with the Cycle of Inquiry
- Strong oral and written communication skills
- Ability to manage timelines and meet time-related goals
- Ability to work both independently and collaboratively
- Ability to participate in coaching professional development throughout the year
- Willingness to flex work schedule to meet the needs of the position.

**EDUCATION AND/OR EXPERIENCE:**

- California Multiple Subject or Single Subject teaching credential.
- Valid California driver's license.
- Bachelor Degree from an accredited institution.
- 5 years successful experience, as a classroom teacher.

**PHYSICAL DEMANDS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the busy nature of a school site, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff. The noise level in the work environment is usually moderate.