
ENGLISH LANGUAGE INSTRUCTIONAL SUPPORT COACH

BASIC FUNCTION:

The job of the English Language Instructional Support Coach was established for the purpose of developing English Learners' ability to effectively perform courses of study in the English language by implementing district approved curriculum; documenting teaching and student progress/activities/outcomes; providing methods to support and/or reinforce classroom goals in the home; ensuring an optimal learning environment, developing appropriate lesson plans and instructional techniques; evaluating students' level of English fluency and providing feedback to students, parents, and administration regarding student progress, expectations, goals, etc.

This job is distinguished from similar jobs by the following characteristics: Incumbents in this class must have previous experience working with second language students, Incumbents must be able to provide leadership and support for the classroom teacher. This position is an itinerant position.

The English Language Instructional Support Coach reports to the site administrator and Superintendent.

ESSENTIAL FUNCTIONS:

- Monitor academic progress of EL and re-designated students for the purpose of ensuring success;
- Support ongoing implementation of the instructional program, including but not limited to, lesson demonstrations, coaching, and facilitating lesson studies with teachers;
- Provide support to classroom teachers to plan for and deliver ELD instruction and to adapt instruction to meet EL student needs;
- Maintain close communication with, and direct support for teachers;
- Coordinate and collaborate with administrators and teachers, as necessary, to identify proper resources, technologies, and support for effective instructional strategies and providing resources in the classroom;
- Demonstrate the effective use of technological resources need to transform instruction;
- Access student information systems for the purpose of tracking student progress;
- Communicates with families of EL students;
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; using pertinent software applications; previous experience with English Learners; CLAD and/or BCLAD authorizations; Bilingual preferred.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic computer skills; concepts of grammar and punctuation; utilization of data base, facilitation and presentation skills.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving

is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; establishing and maintaining effective working relationships; working as part of a team; working with detailed information/data.

RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives: providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions.

WORKING ENVIRONMENT

- Occasional lifting, carrying, pushing, and/or pulling;
- Some stooping, kneeling, crouching, and/or crawling;
- Significant finger dexterity
- Approximately 34% sitting, 33% walking, and 33% standing

EXPERIENCE: Job related experience is required, bilingual preferred.

EDUCATION: Bachelor's degree in job related area

CERTIFICATES & LICENSES: California Teaching Credential with CLAD, BCLAD or equivalent
Valid California Driver's License

CLEARANCES: Criminal Justice/Fingerprint Clearance
TB Clearance

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No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any know disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
