

# Auburn Union School District Job Description

## Position Title: Instructional Coach

## Directly Responsible To: Director of Curriculum and Instruction

**BASIC FUNCTION:** The job of the Instructional Coach is to provide all teachers ongoing, targeted classroom support through daily one-on-one and/or group interactions with teachers. The Instructional coach will assist teachers in skillfully implementing district approved curriculum and programs using effective research-based instructional strategies focusing on accelerating student learning. The Instructional coach will spend the majority of the time working in classrooms with teachers coaching, observing, modeling, co-teaching and guiding teachers in assessing student work. The Instructional Coach will provide insight and support in developing appropriate lesson plans with teachers or teams of teachers. The Instructional coach will provide professional development. This position is an itinerant position.

### Essential Duties and Responsibilities:

- Support ongoing implementation of the instructional program, including but not limited to, lesson demonstrations, coaching, and facilitating lesson studies with teachers;
- Work collaboratively and communicate with classroom teachers to plan for and deliver instruction and to adapt instruction to meet student needs
- Engage in the Cycle of Coaching with teachers, providing non-evaluative feedback directly to the teacher for the purpose of instructional support and improvement
- Assist and support teachers with planning, pacing and preparation, teacher collaboration, student goal setting, progress monitoring, data analysis, intervention placement and strategies for instructing intervention students, ELs, Students with Disabilities (SWDs), benchmark and advanced learners.
- Participate in collaborative grade/department level and/or site level meetings to assist in the analysis and utilization of assessment data to improve student achievement.
- Provide staff development related to both district adopted curriculum and effective researched-based instructional strategies.
- Model best instructional practices, methods, materials, strategies, and technology that promote equity and access to the content and have proven to increase student achievement through classroom demonstrations, side-by-side coaching and observations.
- Lead pilot adoption of curricular materials, during adoption cycle.
- Other duties as assigned.

### General Skills and/or Ability:

- Provide professional development on district and site initiatives.
- Strong oral and written communication skills to communicate effectively verbally and in writing to meet various teacher learning styles.
- Develop a trust-based professional relationship with teachers through confidentiality and coaching conversations.
- Interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and professional development.
- Ability to deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Manage timelines and meet time-related goals.
- Work both independently and collaboratively.
- Coach peers in a non-evaluative manner.
- Meet schedules and timelines.
- Prioritize and manage multiple tasks.
- Keep accurate and concise records.
- Motivate students to value and enjoy learning.

### Knowledge:

- Data collections systems.
- Basic principles of learning for reading and writing, including differentiated instruction, direct instruction, reciprocal teaching

and other research-based instructional practices.

- Second-language acquisition theory, and experience with English Language Development and Specially Designed Academic Instruction in English (SDAIE).
- Knowledge of learning styles and concepts that enhance EL student skills and knowledge development

**Responsibility:**

- 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:**

-Minimum of five (5) years satisfactory teaching experience.

**Certificates and Licenses:**

- California Teaching Credential with CLAD, BCLAD, or equivalent
- Valid California Driver's License

**Clearances:**

- Criminal Justice/Fingerprint Clearance
- TB Clearance

**Salary Schedule:**

- Placement on the Certificated Salary Schedule (Class I-V)- Depending on education and experience.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

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 worksite in order to determine whether the employer can reasonably accommodate any known disability.

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