

Job Title: Instructional Coach
Work Days: 190
Salary Range: \$50,744-\$99,522
FLSA Status: Exempt

Work Site: School
Reports To: Principal
Effective Date: April 2022

EMPLOYEE VALUE PROPOSITION

Jefferson County School District is committed to seeing every student realize their full potential while receiving a top-tier education. Our small Central Oregon community is rich in culture and beauty, providing some of the greatest assets Oregon has to offer. You'll find breathtaking views, an abundance of outdoor activities and plenty of unique and enriching community events. It's the perfect place to make an impact on the world, one student at a time.

POSITION SUMMARY

Educators assigned to the position will perform as a specialist and lead teacher in specifically assigned content areas and/or grade levels. The coach serves as a teacher leader and specialist in math, science, reading, writing, or other specialized content area and facilitates professional development related to the school and district's instruction and curriculum goals aligned with demonstrated instructional/professional needs.

As a leader and specialist, the employee works with administrators, coaches, and supports other teachers and support staff in identifying, developing, and implementing curriculum, assessment and instructional strategies designed to improve student learning in specific areas. As an instructional coach, the employee may work in a variety of elementary and/or secondary educational, individual or team teaching settings. Instructional coaches share in the responsibility for student safety and appropriate collaboration and attention to each student's readiness to learn including needed guidance, discipline, and welfare.

ESSENTIAL FUNCTIONS / MAJOR ASSIGNMENTS

1. Facilitates school professional learning community teams (PLCs) which includes scheduling, creation of necessary documents such as agendas, minutes, and necessary data.
2. Promotes the utilization of action research, standards, learning targets, common formative assessments, unit planning, learning data, and summative assessments to adjust classroom instruction.
3. Performs data analysis around literacy, math, and science instruction.
4. Gathers and provides educators with school data (DIBELS, EasyCBM, formative assessments, SBAC, etc) and supports them with analysis, interpretation and adjustments as needed.
5. Maintains a school "data wall", for assigned locations.
6. Gathers, analyzes, and interprets data to inform school improvement efforts.
7. Facilitates, identifies and promotes a system of standards based instruction at assigned sites.
8. Coordinates the development and application of common formative assessments (proficiency assessments).
9. Promotes and coordinates implementation of research based instructional strategies which include, but are not limited to AVID strategies.
10. Serves as non-evaluative peer coach and mentor to new educators.
11. Collaborates on new teacher induction program enhancements and facilitates learning opportunities during programming.
12. Assists with planning school improvement efforts and helps provide professional learning opportunities.
13. Meets regularly with principals to plan and coordinate instructional improvement activities related to the district and school improvement plans.

14. Meets regularly with Teaching & Learning Support Team to align learning activities and plan strategies and tactics aligned to improvement goals.
15. Support educational assistants as needed to ensure they are prepared to effectively support students and teachers.
16. Serves as a member of the school improvement team.
17. Coordinates activities and scheduling of school and district trained staff in targeted learning opportunities such as (but not limited to) the integration of technology, AVID, SIOP, Equitable practices, and differentiated instruction.
18. Adheres to district personal protective equipment (PPE) protocols and procedures outlined in student behavior plans as well as identify the need for PPE or changes in PPE protocol - which might include the need for replacement or new equipment, the discontinuation of the use for a plan, or seek out additional PPE should it be needed.
19. Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, students, and other members of the public, and (c) the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.
20. Follows and maintains knowledge of all District policies and procedures.
21. Other duties may be assigned as needed. As student needs evolve the day to day essential functions may vary.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EDUCATION, EXPERIENCE AND CERTIFICATION/LICENSURE (Minimum Qualifications)

1. Bachelor's Degree.
2. Minimum of five years of successful classroom teaching experience.
3. Demonstrated record of effectiveness in the classroom.
4. Experience with Professional Learning Communities.
5. Experience serving as a teacher leader.
6. Have standards of moral character as required of all Oregon licensed educators (OAR 584-005-0005).

PREFERRED QUALIFICATIONS

1. Masters Degree.
2. Experience with ENVoY strategies.
3. Bilingual Spanish.
4. Two years of instructional coaching experience.
5. Experience with Social Emotional Learning (SEL) strategies.
6. Experience with Collaborative Problem Solving (CPS) practices.

SUPERVISORY RESPONSIBILITY

This position may supervise educational assistants.

INTERPERSONAL CONTACTS

This position has daily interaction with those inside the organization. The interactions are primarily with students, families, peers, and supervisors.

SPECIFIC JOB ABILITY

1. Ability to work positively and cooperatively with others.
2. Ability to communicate fluently verbally and in writing in English.
3. Knowledge of and experience with effective instruction and assessment.
4. Ability to work well with others from diverse backgrounds.
5. Ability to effectively teach adult learners.
6. Ability to effectively utilize Google Suite Apps.
7. Ability to earn a valid CPR/First Aid card.

SPECIFIC JOB EFFORT (Mental & Physical Factor)

1. There is a regular need for assessment of risk, analysis of options and decisions without complete information.
2. While performing the duties of this position, the employee is regularly required to talk or hear.
3. This position requires frequent walking, standing, sitting, use hands for fine manipulation, handling or feeling and reaching with hands and arms.
4. This position is occasionally required to stoop, kneel, crouch or crawl.
5. This position requires some physical efforts or manual labor such as lifting, carrying or constant movement. This position will occasionally lift and/or move up to 25 pounds and occasionally up to 50 pounds.
6. This position may occasionally climb stairs.
7. This position requires specific vision abilities including; close vision, distance vision, ability to adjust focus and peripheral vision.

JOB CONDITIONS

1. The work schedule is mostly stable and does not fluctuate without prior notice.
2. The work environment is well protected, with virtually no hazards or obstacles. However, there may be occasional risk due to unpredictability of student behavior.
3. The work environment is usually comfortable indoors, however there may be occasional temperature changes for short durations of outdoor supervision duties.

Prepared By: Human Resources Department

Approved: January 2020

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____

