San Leandro Unified School District
Job Description

Instructional Coach

Definition:

The Instructional Coach will provide researched-based coaching that helps guide schools towards sustainable school improvement by providing professional development services that include reflective collegial cycle of inquiry, data analysis, high functioning professional learning communities, and instructional leadership through alignment of teaching and learning to Common Core State Standards and assessment practices. Coaches will spend the majority of their time working in classrooms with teachers providing professional development that would include, but not be limited to, in-class coaching, observing, modeling of instructional strategies, guiding teachers in assessing student work, and developing instructional plans with teams of teachers or as individuals. In addition, all instructional coaches will model and support the integration of technology in the classroom across all instructional programs.

The coach advocates for, facilitates, and supports the work of the teacher, but will 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.

Representative Duties and Responsibilities:

- Model best instructional practices, methods, materials, and technology that have proven to increase student achievement, through classroom demonstrations or side-by-side coaching
- Engage in the Cycle of Coaching with teachers, making informal classroom observations and offering insights for the enhancement of teaching-learning situations. Feedback provided directly to the teacher 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 increase student learning
- Provide school-level or district-level professional development related to District, Division, or Department initiatives
- Provide effective communications with administrators, teachers, and other school personnel to strengthen all aspects of the instructional program
- Work collaboratively and communicate effectively with district-level leadership to ensure rigorous, relevant curriculum and instructional practices that will increase student learning and achievement
- Work collaboratively and communicate effectively with other instructional coaches at all grade levels to strengthen vertical articulation and to create a seamless K-12 instructional program for all students
- Cultivate and model a respectful working and learning environment
- Model instructional strategies specific to ensuring equity and access to the content for all students
- Lead pilot adoption of instructional materials and resources

- Facilitate Cycle of Inquiry and professional earning communities, using Formative Assessment, Benchmark and state accountability assessment data
- Demonstrate lessons
- Identify and model strategies that support culturally and linguistically relevant pedagogies, technology integration, and CCSS aligned instructional approaches across all instructional programs and content areas K-12
- Facilitate annual review of curriculum guides and district assessments
- Other duties as assigned

Knowledge of:

- Pedagogy and instruction
- Basic computer skills
- Interpersonal skills
- Current educational research, pedagogy, and instruction
- Current educational programs most widely implemented in K-12 California schools
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Apply interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and professional development
- Demonstrate ability to maintain confidentiality
- Demonstrate skills in group facilitation
- Demonstrate skills in analyzing and using data and research for instructional decision-making
- Implement the cycle of inquiry o Strong oral and written communication skills
- Manage timelines and meet time-related goals
- Work both independently and collaboratively
- Participate in coaching professional development throughout the year
- Flex work schedule to meet the needs of the position

EDUCATION AND EXPERIENCE:

- Master's Degree in Education, Educational Leadership, or equivalent preferred
- Minimum of three years of successful teaching experience
- Spanish bilingual preferred

LICENSES AND OTHER REQUIREMENTS:

- State Teacher's Credential
- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification

- Personal automobile for job-related travel

WORK YEAR: 186 Days

WORKING CONDITIONS:
Work in school, office, classroom, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:
Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4