

Job Title: SITE INSTRUCTIONAL COACH

Definition:

Teacher is appointed to a special assignment, under the direction of the Director of Curriculum, Instruction & Assessment and site administrator, to support and assist UTK-5/UTK-6 and/or 6-8 teachers in the full implementation of district adopted curricular programs. The purpose of instructional coaching is to build the capacity of the instructional staff. **This position cannot serve as the administrative designee at their school site.**

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Maintain confidentiality when working with teachers/staff, except when you believe that immediate safety is in question.
2. Support teachers at elementary or middle schools in the effective use of the district's instructional programs and implementation of the site goals.
3. Provides teacher support in designing individual and small group direct instruction that is designed to meet individual needs and to motivate students in pull-out or push-in class settings.
4. Work with site administrator to provide teacher support including: demo lessons, lesson development, classroom management, assessments, etc.
5. Collaborates with principal and Director of Curriculum, Instruction & Assessment to support formal and informal staff development.
6. Through a collaborative coaching model, provide support to PLCs and assist in facilitation of data conversations.
7. Supports the classroom teacher (and their students) with the integration of technology into the instructional program.
8. Attends district trainings and meetings as directed.
9. Participates in district wide articulation to ensure continuity in messaging and implementation of 21st century teaching and learning.
10. Supports teacher implementation of intervention programs.
11. Work with teachers and admin to review student achievement and help determine placement of students in most appropriate reading, writing or math interventions and classroom support services.
12. Provides support to classroom teachers in the implementation of MTSS

Minimum Knowledge, Skill and Ability:

- Hold a valid California Clear (or out-of-state equivalent) credential for three or more years. (five years preferred)
- Five years or more of successful classroom teaching experience, minimum 3 within the Lancaster School District.
- Demonstrated skill in working with adult learners.
- Ability to participate in extensive and on-going training.
- Ability to meet regularly with the Director of Curriculum, Instruction & Assessment.
- Ability to meet regularly with site administrators.
- Recent, relevant training in research based instructional practices, including Common Core and 21st Century teaching and learning.
- CLAD or equivalent training.

Training and Experience

- California Multiple Subject Credential
- CLAD or equivalent training
- A minimum of five (5) years successful teaching experience in a K-8 program based on evaluation
- Demonstrated effective leadership involving increasing levels of responsibility
- Current First Aid/CPR Certificate

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Is subject to inside and outside environmental conditions
- May be required to take and pass a physical examination
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- Must have a valid California driver's license and be insurable Utilize own vehicle for transportation as needed

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve		X	
Make Decisions		X	
Supervise	X		
Interpret Data	X		
Organize		X	
Write	X		
Plan		X	
Multi-Task		X	

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer		X	
FAX Machine	X		
RADIO	X		