

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## JOB DESCRIPTION

### POSITION

Instructional Coach

### DEFINITION OF POSITION

The Instructional Coach is responsible for implementation of curriculum, instructional strategies, developing, facilitating, and delivering professional development, and supporting Professional Learning Communities (PLCs). The role of the coach is to build teacher capacity and their understanding of instructional practices as related to the California State Standards and Data Driven Instruction. The Instructional Coach is responsible for improving district-wide student achievement by always considering equity, social justice, and inclusive practices. An Instructional Coach is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. All Instructional Coaches work collaboratively as a team with members of the Educational Services department. Instructional Coaches will promote reflection, provide guidance and structure where needed, and focus on strengths, collaboration and common issues of concern. They are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. **This is not a supervisory position and does not include evaluation of colleagues.**

### EXAMPLES OF DUTIES

- Provides direct coaching and instructional guidance to classroom teachers.
- Supporting staff awareness and working knowledge of curriculum development, classroom management, building positive relationships with students, instructional strategies, and assessment of student performance, and all aspects of professional development in multiple content areas.
- Be knowledgeable of and be prepared to model effective use of differentiated instructional strategies for diverse learners on a daily/weekly basis.
- Contribute to the cultivation of strong and cohesive professional learning communities.
- Monitor school and classroom implementation of curricular, instructional, and assessment system priorities.
- Provide and facilitate structures of peer coaching and student-centered lesson development support to increase teachers' instructional knowledge and maximize student learning.
- Demonstrates knowledge of the California State Standards in the assigned teaching area.
- Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and the students' success.
- Support school sites and classroom teachers in assessing students using district approved tools and determine instructional needs for students in academic areas.

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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- Provide direction and coordination for how the curriculum is taught that is consistent with District initiatives and recognizes best instructional practices.
- Provide a variety of situationally appropriate instructional materials to classified staff that offer targeted assistance for students who are identified as being academically at risk.
- Work with Principals to develop instructional leadership systems (e.g., data monitoring conferences, classroom observations)
- Prepare intervention materials to use with students not meeting grade level standards and share this material with grade level teachers.

## DESIRABLE QUALIFICATIONS

### *Knowledge of:*

- An effective classroom learning environment and an effective system of monitoring student progress.
- A variety of assessments to evaluate student performance and use this data to plan instruction.
- Appropriate and varied teaching techniques and learning activities.

### *Ability to:*

- Develop a trusting and reflective professional partnership with teachers.
- Supports teachers with differentiating instruction to meet the needs of students of varying abilities, including the planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
- Support teachers with communicating each lesson's objective and its importance to students.
- Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources.
- Maintains an organized program of instruction based on effective long range plans.
- Utilize a variety of appropriate materials and resources.
- Works cooperatively with the school and district staff by building strong relationships with teachers, administrators, and other coaches.
- Takes a leadership role in professional development opportunities.
- Follows school and school board policies and regulations

## PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient vision to read a high volume of printed and electronic material.
- Sufficient hearing to conduct in person, telephone, and online platform conversations.

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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- Sufficient volume, tone, and diction in conversation, on the telephone, and in addressing groups.
- Sufficient physical mobility, and dexterity of hands and fingers to operate technology and other devices.
- Sit for prolonged periods of time.
- Lift and/or carry up to 25 lbs., at waist height for short distances.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, as well as school sites and classrooms
- Travel to school sites

## **OTHER REQUIREMENTS**

- Minimum 5 years of teaching experience, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs
- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Valid California Driver's license

## **REPORTS TO**

Assistant Superintendent of Educational Services or Designee

## **WORK YEAR**

185 days

## **SALARY**

Appropriate placement on RPCEA salary schedule

BOT 4/18/2023