

Aromas-San Juan Unified School District

JOB TITLE:

Curriculum and Instruction Coach, K-12

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under the direction of an assigned supervisor, provide leadership and support for the assessment, implementation and evaluation of the District K-12 curriculum and instruction programs at assigned school sites to eliminate the achievement gap.

All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

Supervisor: Principal or designee

ESSENTIAL DUTIES:

1. Provide leadership and support for Whole Brain Learning implementation in the District curriculum programs at assigned school sites; monitor and assess program activities and work collaboratively with teachers through the observation/coaching process.
2. Provide support to classroom teachers with the implementation of the California Standards for the Teaching Profession.
3. Assist in the development and implementation of program goals and curriculum; conduct demonstration lessons.
4. Assist in the assessment of student skills; assist staff with analyzing and interpreting related data.
5. Assist teachers with maximized results with Success Maker in their classroom.
6. Assist teachers with implementation of the Accelerated Reader (AC) program.
7. If a unit member voluntarily agrees to a coach's assistance, the coach may provide ongoing modeling, coaching and demonstration of effective strategies and lessons for core, ELD and intervention programs.
8. If an Intern or any temporary unit member voluntarily agrees to the coach's assistance, the coach shall prioritize his/her time to provide such assistance.
9. Facilitate and plan to conduct in-service training, workshops and study groups that promote effective interventions in content areas.
10. Perform duties and responsibilities appropriate to student intervention, Direct Instruction and/or the content training needs of staff.
11. Collaborate with site administrators, teachers, students and parents to enhance District instructional programs.
12. Operate a variety of office equipment including a computer and assigned software.
13. Perform related duties as assigned.

KNOWLEDGE OF:

California Standards for the Teaching Profession

California Content Standards

Curricular practices, research and methodologies.

Instructional strategies used in the enhancement of curricular programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Aromas-San Juan Unified School District

JOB TITLE:

Curriculum and Instruction Coach, K-12

Standardized and performance based assessment practices.
Curriculum, goals and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.
Record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.

ABILITY TO:

Provide effective coaching, staff development and technical feedback.
Provide coherent demonstration lessons.
Assist staff in enhancing instruction techniques and use of technology.
Collaborate effectively with administrators, teachers, students and parents.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Maintain consistent, punctual and regular attendance.
Ability to effectively use technology

QUALIFICATIONS AND EXPERIENCE:

Required:

Any combination equivalent to: bachelor's degree, including courses needed to meet credential requirements and five years classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential
Valid English Learner Authorization (CLAD or equivalent)
Valid California Administrative Service Credential or other leadership training-desired
Valid California Class C driver's license.

ENVIRONMENT:

Office and classroom environment.

Work Year: 190 days