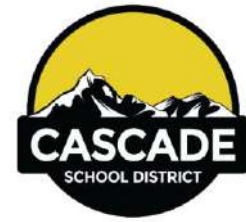


INSTRUCTIONAL COACH - MATHEMATICS



This job description applies to elementary, middle, and high school teachers, unless otherwise identified by specific teaching assignment in an alternate job description. Additional responsibilities and qualifications may be added for a specific position by the supervisor.

Primary Function:

Increase the mathematics achievement of students by building instructional capacity of classroom teachers; provide technical assistance and support to classroom teachers and principals in math instruction. Model lessons which include best instructional practices in math instruction for elementary school teachers, monitor classroom instruction, and coach teachers in best practices for math instruction.

Supervised By:

Principal, Assistant Principal, and/or Director of Education

Essential Functions:

1. Supports the development of high quality/effective math instruction in all schools, including observing and coaching elementary teachers to improve instructional planning, teaching practice, small-group instruction, and the use of data, assessment and instructional technology.
2. Works with administration and teachers to refine and develop common standards-based pacing plans, and mid-year and end of year common assessments for each grade level.
3. Works with various teams (administrators, teachers, committee members) to facilitate analysis of data provided by diagnostics, common assessments, and formative assessments.
4. Assists administrators and teachers to develop school wide and classroom intervention plans.
5. Works collaboratively with administrators and teachers on developing instructional strategies and intervention programs for struggling students.
6. Serves as the project lead for grants geared toward the achievement of math instruction.
7. Observes instructional delivery and provides feedback to enhance and support the development of each teacher's content area in math.
8. Engages in direct contact with classroom teachers.
9. Monitors program implementation.
10. Models instructional strategies and lessons from district curriculum.
11. Monitors progress of at-risk students.
12. Maintains a professional relationship with colleagues, students, parents, and community members.
13. Assess skills and needs (both initially and ongoing) of teachers for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement and gains in value added scores in mathematics.
14. Leads and participates in on-going and job-embedded professional development (e.g. meetings, workshops, trainings and seminars) for the purpose of conveying and/or gathering information related to math content knowledge, pedagogy, and coaching.

15. Mentors and coaches peer teachers for the purpose of improving mathematics instruction and building capacity to teach in elementary teachers. Facilitates group discussions in professional learning communities.

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.

Specific Qualifications:

1. Proven track record of excellent math instruction.
2. Coaching training preferred but not required.
3. Experience working with adult learners, coaching teachers, and delivering professional development.
4. A deep understanding of content specific and general pedagogy, especially the Oregon Common Core Math Standards, structured teaching through a gradual release model, and current trends and best practices in curriculum design and instruction.
5. Strong record of helping students achieve academic success, primarily with minority and low-income students.
6. Significant experience with math curriculum development and daily lesson planning.
7. At least 2 years of experience leading other teachers to achieve strong academic results with historically underachieving students.
8. Experience analyzing data and using results to modify instructional practices.

General Qualifications:

1. Appropriate TSPC license and certification or the ability to obtain one.
2. At least 3 years of math teaching experience, preferably at different grade-levels.
3. Must possess excellent communication skills, both oral and written, with the ability to foster positive working relationships.
4. Must be able to work collaboratively in a team environment.
5. Must have strong organizational, problem-solving, and time-management skills.
6. Must attend and participate in required trainings.
7. Must attend and participate in required staff meetings.
8. May be required to obtain First Aid/CPR training.

Work Environment:

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to working in a school/office environment with occasional travel to other sites in the district as well as travel to trainings, workshops and/or conferences.

Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. occasionally, and up to 10 lbs constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Regular attendance at work and work activities is required.

Work Year: 191 days

Bargaining Unit: Licensed

FLSA Status: Exempt

Date Revised: March, 2021

Equal employment opportunity and treatment shall be practiced by the District regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veteran's status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.