

## **BERRYESSA UNION SCHOOL DISTRICT POSITION DESCRIPTION**

### **JOB TITLE: TEACHER ADVISOR/INSTRUCTIONAL COACH**

**Job Purpose Statement/s:** Under the general supervision of the Assistant Superintendent of Educational Services or designee, supports the District goals for continuous student achievement by providing coaching and staff development on effective research-based practices; assisting staff members to acquire more content area knowledge; participating in the development and implementation of formative and summative assessments; and, working collaboratively with all stakeholders.

**Emphases:** Some Teacher Advisor/Instructional Coach positions provide services in a specific area of emphasis, such as Science, English Language Development, and Instructional Technology. Positions with a specific area of emphasis will require additional knowledge, abilities, and skills related as relevant to the emphasis.

### **Essential Job Functions:**

- Supports District-level and school site-level academic goals and the sustained focus on student achievement outcomes.
- Works collaboratively with staff members to develop and maintain program goals and services that are aligned to the District's Mission and Strategic Plan.
- Supports the implementation of the Common Core State Standards (CCSS) and the Next Generation Science Standards.
- Plans, conducts, and/or facilitates professional development, site meetings, and study groups on research-based instructional strategies, best classroom practices, collaborative planning, and the use of data to inform instruction.
- Models and provides coaching about instructional practices and techniques.
- Identifies needs and make recommendations for appropriate instructional materials.
- Assists in the development and implementation of formative and summative assessments.
- Meets regularly with the teachers and the principal regarding instructional practices.
- Collaborates with teachers to identify the instructional needs of students and to problem solve with teachers to develop best practices for continuous academic growth of students.
- Works with staff members to provide educational programs that are culturally responsive to the needs of our diverse community.
- Provide professional development and coaching on differentiation strategies that enable teachers to meet the needs of all students.
- Promotes positive interactions that contribute to a positive learning and working environment.
- Networks with other instructional coaches and participates fully in ongoing professional development to extend instructional and content area competencies.
- Provides training and support to foster academic progress at home and in the community.

### **Other Job Functions:**

- Serves as a communication link among the sites/teacher teams, administrators, and District Office personnel.
- Attends and participates in Education Services meetings and pertinent district, county and state workshops and meetings.
- Stays current with curricular/instructional research and materials through a variety of activities.
- Prepares reports, documents, and presentations as required.

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- Performs other duties as assigned.

**Job Requirements – Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience Requirements:**

- Must possess a valid California Teaching credential, including authorization to teach English learners.
- A minimum of five years of successful teaching.
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- Master's Degree in Education or related field preferred.
- Must have experience with diverse student and community populations.
- Must have experience in and understanding of second language acquisition theory and teaching and learning in multilingual settings.

**Knowledge and Abilities:**

**KNOWLEDGE OF:**

- Effective research-based instructional methodologies, including differentiated instruction to meet the needs of all students.
- Student behavior management strategies and techniques.
- Academic content appropriate to assigned grade level(s).
- Effective communication with children and adults.
- Methods for assessing students' academic needs.
- A variety of instructional strategies for meeting students' assessed academic needs.
- The California Common Core State Standards.
- Appropriate instructional materials that are aligned to the California Common Core State Standards
- Best practices in the teaching and learning of English Language Development.
- The analysis and use of data and other evidence to inform instructional practice.
- Effective coaching and staff development techniques for adult learners.
- The operation and use of a computer workstation and software for producing a variety of documents and presentation.
- Strategies for working collaboratively with all stakeholders in a multicultural and multilingual setting.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Record-keeping, report preparation, filing, and proofing techniques.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

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- State laws and District regulations which govern professional conduct and accountability.

#### **ABILITY TO:**

- Demonstrate and communicate effective research-based methodologies, including differentiated instruction to meet the needs of all students.
- Develop and implement lesson plans that are aligned to the California Common Core State Standards and are appropriate to student needs.
- Assess student needs and design instruction to meet the identified needs.
- Establish and maintain effective working relationships and good rapport with students, site administrators, other staff members, and parents.
- Work successfully in a culturally and linguistically diverse community.
- Use district data systems to facilitate data discussions and use data to inform instruction.
- Support school leadership in fostering mutual respect of stakeholders.
- Reflect on instructional practice.
- Use technology as a tool for communication, and the production of a variety of documents and presentations.
- Plan, organize, schedule and perform duties to support District-level and school site-level academic goals and the sustained focus on student achievement outcomes.
- To use correct English usage, grammar, spelling, punctuation, and vocabulary in oral and written communication.
- Maintain effective working relationships with a wide variety of groups and individuals, including District administrators, employees, parents or members of the public.
- Meet schedules and timelines.
- Work confidentially with discretion.

#### **Working Conditions:**

##### **ENVIRONMENT:**

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

- Indoor
- Office environment
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

##### **PHYSICAL DEMANDS:**

*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.*

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculosis Clearance.

**Reports to:** Assistant Superintendent of Educational Services or designee

**Work Year:** 192 Days

**Salary Placement:** Appropriate placement on the Certificated Salary Schedule  
Additional 10% of salary schedule cell placement

Additional Stipends for Master's and Doctorate degrees

**Evaluation:** Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Certificated Teachers

Board Approved: March 10, 2015