



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION INSTRUCTIONAL COACH - TK-1 ELA

DEFINITION:

Under supervision of the Assistant Superintendent, Programs and as a part of a collaborative instructional team at Corning Union Elementary School District, this position will plan, organize, coordinate and implement curriculum and instruction support functions of the district through TK-1 teacher coaching activities and educational services. This position is funded through the Paskenta-Nomlaki Everett Freeman Promise Neighborhood federal grant and is contingent on continued funding.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Collaborate with TK-1 teachers and administration in reviewing existing reading and writing programs and methodology.
- Coordinate communications, resources and information to meet school and district needs in TK-1 Reading and Writing.
- Conduct professional development and teaching demonstrations pertinent to methods and materials appropriate to various levels of instruction with concentration in TK-1 grade levels.
- Cultivate effective classroom instruction, increase student achievement, and build sustainable capacity as a content-focused classroom coach.
- Coordinate, plan, and facilitate school site professional learning communities, district and school TK-1 leadership meetings.
- Plan and facilitate professional learning related to TK-1 reading, writing and instructional strategies for administrators, paraprofessionals and parents.
- Consult with TK-1 teachers and administration on curriculum, instruction, assessment, and professional learning needs.
- Facilitate the implementation of curriculum materials to assist in supporting the common core standards (for all content areas as integrated into reading and writing) and standards-aligned i-Ready and Benchmark Advanced Assessment Systems.
- Assist school personnel in locating needed assessments, curriculum, and instructional resources.
- Plan and participate in Corning Elementary sponsored programs, activities, and events.
- Coordinate student events as assigned.
- Attend staff meetings as scheduled.
- Represent the district as needed or appropriate.
- Develop, understand, implement, and facilitate all aspects of the Promise Neighborhood grant and related services.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- Valid California teaching credential. Multiple subject preferred.
- K-6 classroom teacher with five years of exemplary teaching experience at more than one grade level or content area. K-1 desired.
- Master's degree desired.
- Bilingual Spanish/English highly desired.
- Experience as a curriculum consultant, classroom coach, or mentor teacher desired.
- Valid California driver's license and evidence of insurance.



Tehama County Department of Education
Job Description
TK-1 Instructional Coach

Official: 
Effective: 07/22/19

KNOWLEDGE OF:

- Current educational research and issues, including effective instructional strategies and research-validated "best practices" in ELA, ELD, and the integration of reading and writing into mathematics, science and the arts.
- Core curriculum subjects, content and pedagogy, and instructional applications of technology.
- Professional learning communities, research, implementation and evaluation.
- Adult learning theories, continuous improvement, and quality professional development theories and practice.

ABILITY TO:

- Maintain confidentiality.
- Lead TK-1 teachers through all aspects of the common core standards-based classroom including planning, assessment, and instruction.
- Use student work and performance data to make informed instructional decisions.
- Communicate effectively and maintain cooperative working relationships with teachers, paraprofessionals, administrators, and parents.
- Provide quality collegial coaching, mentoring, and facilitation services.
- Work with district, school, and grade level teams in a variety of capacities including coordination and implementation of professional learning communities and district/school/classroom goal planning.
- Act reflectively towards own practice and as a resource that is skillful, reliable, and accessible.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate classroom technology devices and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent. This position is assigned to Corning Union Elementary School District and is contingent upon Everett Freeman Promise Neighborhood grant funding.

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APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: July 22, 2019