

## **DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION**

**Job Title:** Instructional Coach, Park Elem.  
**Job Family:** Licensed Staff  
**Department:** School  
**Typical Work Year:** 10 months

**Pay Grade:** Licensed Salary Schedule  
**FLSA Status:** Exempt  
**Prepared Date:** March 19, 2019

**SUMMARY:** As a member of our Instructional Leadership Team, the instructional coach will work collaboratively with the ILT to develop a strategic improvement plan that aligns school goals to both our district action plan and the tenets of the EL Education Core Practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *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.*

- As a member of our Instructional Leadership Team, work collaboratively with the ILT to develop a strategic improvement plan that aligns school goals to both our district action plan and the tenets of the EL Education Core Practices.
- Assist in developing and leading the mid-year and end-of-year review process of the strategic improvement plan.
- Work collaboratively with the ILT to develop systems to measure progress of strategic plan goals.
- Work collaboratively with the ILT to develop and conduct staff professional development sessions to develop essential skills to execute the strategic plan.
- Work collaboratively with admin team to conduct instructional coaching cycles with staff.
- Work collaboratively with the ILT to conduct walkthroughs and collect walkthrough data to inform progress on the strategic plan.
- Work collaboratively with the ILT to lead staff in analysis of walkthrough data.
- Support content teams in the development of interdisciplinary case studies and expeditions. Duties in this area may include coordinating field experiences and field experts to present to students.
- Support teachers in crafting STA and 4Ts planning documents to be housed in the school curriculum map.
- Demonstrate expertise in how to increase classroom engagement through authentic learning experiences, goal management systems, personalization, and developing academic mindsets.
- Onboard new staff to the EL Education teaching model.
- Perform other duties as assigned.

### **ADDITIONAL JOB REQUIREMENTS:**

- Assure the safety and welfare of students including necessary actions to insure that students are supervised at all times.
- Demonstrate faithfulness and promptness in attendance at work.

- Submit required reports promptly at the times specified.
- Demonstrate care of and protection of School District property
- Report suspected child abuse or neglect as required by law.
- Use the District's internet and E-mail system as specified in Policy.
- Fulfill other duties as assigned by the Principal, Superintendent or their designees.

### **EDUCATION AND TRAINING**

Minimum: Bachelor's degree of related subject from accredited university.

### **EXPERIENCE**

Experience teaching in an EL Education school. Candidates with academic coaching and experience preferred.

### **CERTIFICATES, LICENSES, & REGISTRATIONS**

Colorado Teaching License with endorsements for the levels and subject areas teaching. Pass the PLACE or PRAXIS II Test. Meet CDE and ESSA requirements for In-Field status as it relates to licensure. May be required to complete CPI training depending on assignment.

### **TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Ability to work with students with diverse needs at various levels.
- Ability to develop and implement engaging lessons that facilitate student mastery of the Colorado Academic Standards.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to utilize formative and summative assessments to assess student learning.
- Ability to implement IEP's, 504's, and behavior support plans.

### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Principal

**Direct Reports:** Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Assist with planning and monitoring the building budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			

Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date