



**JOB DESCRIPTION**  
**TEACHER ON SPECIAL ASSIGNMENT (TOSA), INSTRUCTIONAL COACH (K-8)**  
**Elementary Certificated Salary Schedule (187 Days) - Temporary Position**

**DEFINITION:**

As part of the Educational Services team, Instructional Coaches are assigned to (a) site(s) as part of their instructional leadership team. With a goal of continually building teacher capacity in service of our students, the instructional coach works to bring evidence based practices into the classroom to increase student learning, with an equity lens focused on historically underserved populations. As a colleague, the Instructional Coaches focus on individual and group professional development, providing robust and differentiated support to teachers on site to further district and site based instructional goals.

**DIRECTLY RESPONSIBLE TO:** Directors of Elementary and Secondary Education in collaboration with Site Principal(s)

**EXAMPLES OF ESSENTIAL FUNCTIONS:** *The statements below are intended to describe the general nature and scope of work being performed by this position. This is not a complete list of all responsibilities, duties, and/or skills required. Responsibilities may vary related to each site's needs. Other duties may be assigned by Educational Services.*

Support implementation of the LCAP goals and its main components, specifically: evidence based practices as determined by site based data analysis and action plans, and district wide instructional shifts data, and professional development. Central to this work is a need to build and maintain a positive, trusting relationship with site principals and teachers in order to serve students in an equitable manner.

Instructional Leadership:

- Provide professional development for teachers for effective instruction in order to maximize student learning through, but not limited to, demonstration lessons and co-teaching, as well as facilitating professional structures such as grade level collaborative planning, lesson study, and peer observations.
- Collaborate with ILT and site leader(s) to create the school's professional development plan and coaching plan, and identify specific, measurable and attainable goals for instructional shifts and student learning.
- Facilitate collaborative instructional structures including PLCs, grade level meetings, and ILTs.
- Support teachers in analyzing student data in order to inform instruction
- Plan and facilitate District Grade Level Meetings that are aligned with district initiatives
- Prepare and facilitate district-wide professional development, including after school offerings

- Provide professional development on best practices in literacy development across the day
- Analyze data and support the use of it in identifying students in need of intervention, particularly Tier I and Tier II, and in developing intervention plans
- Bring an equity lens to all conversations

#### Curriculum Development

- Support teachers in unit development, particularly SEAL, and in creating instructional materials when appropriate
- Demonstrate a thorough knowledge of curriculum and standards
- Assist with development of district curriculum, instruction, and assessments
- Participate in the piloting and approval of textbooks and instructional materials

#### Professional Development and Skills:

- Create and maintain trusting and collegial relationships with school site staff, district teachers and leaders.
- Speak confidently on instructional practices with parents as appropriate
- Integrate the use of coaching cycles and blended coaching strategies into PLCs and coaching conversations
- Model self-reflection
- Participate in monthly coaching meetings
- Take initiative in coaching teachers and encourage professional growth for all educators on site

#### **EDUCATION/ TRAINING AND EXPERIENCE:**

- Valid Teaching Credential
- Bachelor's Degree required, Masters and/or Doctoral Degree (desired)
- Experience working with diverse populations of students
- Five years of successful elementary teaching experience
- Demonstrated teacher leadership ability
- Standard employment clearances and valid California's Driver's license

#### **PHYSICAL REQUIREMENTS:**

The usual and customary methods of performing the job's functions require the following physical demands, some lifting (up to 20 pounds), carrying, pushing, and/or pulling: significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 40% sitting, 40% walking, and 20% standing. This job is performed in an office environment.

Board Approval: