



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: Ed Specialist Instructional Coach/Induction Support Provider and Special Education Professional Development Coordinator

REPORTS TO: Assistant Superintendent of Instruction,
Deputy Superintendent of HR & Student Services

SITE: Various

CLASSIFICATION: Certificated

WORK YEAR: Teacher Work Calendar

SALARY: 1.0 FTE Salary Schedule Placement **EFFECTIVE DATE:** 8/1/2019

APPROVED BY THE BOARD OF TRUSTEES:

JOB ESSENTIAL FUNCTIONS:

Instructional and Induction Coach

1. Implements a growth-oriented model of collaborative coaching and feedback.
2. Assists and coaches Education Specialist teachers during the full evaluation process in a collaborative model of observation, conversation, lesson demonstration, and feedback to analyze and reflect on the teacher's practice to promote quality instruction.
3. Supports Education Specialists new to the teaching profession in successfully completing their induction program requirements.
4. Engages in a minimum of at least five coaching cycles per year per teacher, no fewer than two coaching cycles per teacher in a semester. Cycles can consist of, but are not limited to: a) pre-lesson meeting(s); b) observation or lesson taught; c) debrief or ASW and reflection; d) support in the IEP development and communication processes. Each component of the observation cycle takes approximately one class period.
5. Maintains written and verbal evidence of teachers' progress toward their growth goal in compliance with the guidelines outlined in the Teacher Evaluation Handbook.
6. Establishes and maintains collegial rapport with participating teachers.
7. Demonstrates expertise in the District's core instructional norms/priorities with emphasis on meeting the needs of students with specific learning challenges.
8. Provides individualized coaching with participants to support them in implementing strong instructional practices in the classroom, and effective communication practices with stakeholders in the IEP process.
9. Participate fully in SMUHSD trainings that occur, both during and outside of the contract day, on a near monthly basis. Trainings that occur outside of contract hours will be paid at the variable rate.
10. Complete a goal oriented Professional Learning Plan, which includes professional development, documentation, and reflection as part of their ongoing professional learning.
11. Instructional coaches for induction teachers attend required Induction Support Provider

trainings in addition to Instructional Coach professional development. Trainings that occur

outside of contract hours will be paid at the variable rate.

12. Works collaboratively and collegially with administration, other Instructional Coaches, curriculum specialists, teacher-leaders and District specialists.
13. Works with administration and other school leaders to align teacher's goals to site-based as well as District-based goals.

Professional Development and Instructional Coach Team Collaboration

1. Assists the PD/IC Coordinator with the New Teacher Orientation, which includes presenting and training new teachers on the District's induction and evaluation processes
2. Collaborate on designing professional development that is appropriate and relevant to Ed. Specialists based on observed and reported needs.
3. Connect newly hired education specialists with resources and support networks in alignment with district goals and priorities.
4. Facilitate professional development for newly hired and induction Ed. Specialists in professional areas/ matters that are unique to the Ed. Specialist responsibilities.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

Staffing Allotment:

The Ed Specialist Instructional Coach to Teacher on full evaluation ratio recommendation is no more than 25:1 teacher FTE or pro-rated for part-time FTE.

QUALIFICATIONS (MINIMUM):

Education/Training Experience

- Valid California single subject teaching credential.
- Five years or more experience teaching at the high school level.
- Current EL authorization.
- Knowledge of the state-adopted academic content and standards and performance levels for students, state-adopted curriculum frameworks, and the California Standards for the Teaching Profession.
- Knowledge and experience in using a variety of effective, research-based instructional strategies for diverse groups of learners.
- Experience in working with English Learners and/or other language minority students.
- Willingness to deepen their understanding of and responsiveness to cultural, ethnic, cognitive, linguistic and gender diversity.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Demonstrated leadership ability.
- Experience in designing and leading staff training or professional development for adult learners.

- Meets highly qualified teacher status.
- Willingness to deepen their understanding of and use of effective formative assessment practices.

QUALIFICATIONS (DESIRABLE):

- At least 2 years of teaching within SMUHSD.
- Permanent, certificated SMUHSD employee
- Strong interpersonal and collaboration skills
- Strong verbal, written and technology skills
- Experience in designing and leading staff training or professional development for adult learners.
- Recent experience with peer observations, coaching and walkthroughs.
- BTSA Support Provider trained.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of tuberculosis clearance.

LENGTH OF ASSIGNMENT:

- 2019-2020

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of any emergency.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.