Ravenswood City School District  
Position Description

TITLE: Teacher on Special Assignment – Classroom Management Coach

**Job Purpose Statement:**

Under the direction of Site Administrators, the Classroom Management Coach will focus primarily on helping with classroom management structures that strengthen rapport building, organization, and consistency by working with all new middle school teachers and any experienced middle school teachers in need of assistance.

**Essential Job Functions**

* Meet with teachers and formalize a classroom management plan for implementation.
* Meet with teachers individually, on a biweekly or monthly basis depending on the need of each teacher.
* Observe teachers focusing solely on classroom management practices and provide prompt and constructive feedback.
* Provide resources to assist teachers with the implementation and continuation of various classroom management practices.
* Teach a limited schedule determined based on site needs, in order to decrease instructional needs in the school and allow for observations of the Classroom Management Coach’s classroom for professional development purposes.
* Serve as member of Site Instructional Leadership Team to plan and implement a quality Positive Behavioral Interventions and Supports (PBIS) system.
* Support the development and implementation of school-wide PBIS systems and practices.
* Collaborate with central and site leadership to advance supports and interventions for student success; maintain and build upon current district PBIS efforts; and advance district vision for PBIS.
* Other duties that support instruction and classroom management as assigned.

**Knowledge, Abilities and/or Physical Requirements:**

* **KNOWLEDGE OF:**
  + Common Core State Standards, Positive Behavioral Intervention and Supports (PBIS), Response to Intervention/Multi-Tiered Systems of Support.
  + Principles and practices of organization and leadership.
  + Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff.
* **ABILITY TO:**
  + Use a range of coaching strategies to support diverse teachers, 1:1 or in small groups, and administrators.
  + Serve as a positive leader in the school by developing a positive climate on campus.
  + Plan, organize, and complete multiple projects simultaneously, meet deadlines, regularly evaluate outcomes, respond to requests (primarily email) in a timely manner.
  + Maintain a learner stance within departments and stakeholder groups and collaborate with multiple stakeholders across content areas, administrators, district support, and other partners.
  + Prepare and deliver clear and concise presentations (oral and written) to a variety of audiences (colleagues, cross-department personnel, teachers, administrators, etc.).
  + Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  + Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  + Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  + Meet District standards of professional conduct as outlined in Board Policy.
* **EDUCATION AND/OR EXPERIENCE**:
  + Bachelor’s degree from an accredited college or university; Master’s degree preferred.
  + Five (5) years of successful classroom teaching experience and strong classroom management skills.
  + Experience facilitating professional development and application of adult learning theory, or success in a site leadership role.
* **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

**License, Certification, Bonding, and/or Testing Requirements**:

* Valid California Teaching Credential with English Learner authorization.
* Valid California Driver’s License.

**Working Conditions:**

* **ENVIRONMENT:** Classroom environment and/or home/hospital instruction. Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
* **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

**Reports to:**

* Site Administrators

**Work Year:**

* 10 months

**Salary Placement:**

* RTA Certificated Salary Schedule

**Evaluation:**

* Performance of this job will be evaluated in accordance with provisions of the Board’s Policy on Evaluation of the Certificated Personnel and the RTA Contract.