

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

Title: TSA, Instructional Coach

Reports to: Assigned Supervisor

Department: School Site

Classification: Certificated Bargaining Unit

FSLA: Exempt

Work Year: Teacher Work Year (186/187 Days)

Board Approval: June 26, 2012

Salary: Certificated Bargaining Unit Schedule

SUMMARY DEFINITION:

Under the direct supervision of the assigned supervisor, the TSA, Instructional Coach provides coaching and ongoing leadership to meet district-wide teachers' request for support and provides support and development of grade K – 12 instruction practices linked to Common Core Standards. Performs reasonable non-teaching duties as assigned. Maintains professional competence through participation in professional growth activities. The TSA, Instructional Coach shall be evaluated by the site administrator.

REPRESENTATIVE DUTIES: (incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this position, but is intended to accurately reflect the essential job elements.)

E= Essential Functions

- Supports and grows grade K-12 instructional practices linked to Common Core Standards. **E**
- Provides coaching and ongoing leadership to meet district-wide teachers' requests for support. **E**
- Supports site teachers in developing units of study aligned to Common Core Standards and the Framework for Excellence. **E**
- Keeps current with related research, resources, materials and workshop opportunities. **E**
- Actively participates in collaborative sessions to refine coaching techniques and strategies. **E**
- Works with district administrative leadership to introduce instructional strategies to K-12 teachers and administrators. **E**
- Demonstrates knowledge of instructional strategies by serving as a lab classroom for colleagues across the district, disciplines and grade levels. **E**
- Supports District and site Professional Development by providing ongoing support. **E**
- Provides coaching/modeling in classrooms. **E**
- Supports teachers in the integration of technology through digital devices that are infused in instructional strategies in classroom curriculum. **E**
- Organizes and supports classrooms as learning labs for observation of specific lessons and/or Strategies. **E**
- Facilitates and teaches specific workshops for: professional development; parent education support, and strategy workshops for all learners. **E**

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university. Progressive postgraduate training and experience in the areas of educational leadership, curriculum development and instructional methodology.

- Experience and expertise in facilitating and providing professional development workshops
- Ability to work well with students, parents, teachers and administrators in a variety of settings
- Participation in SRVUSD Professional Development
- Willingness to attend, participate, and present at the Summer Institutes
- Knowledge and experience using a variety of K-12 instructional strategies
- Knowledge and understanding of working with current state standards and the new common core standards
- Expertise using a variety of technology media

TSA, Instructional Coach

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LICENSES AND OTHER REQUIREMENTS:

Holds an appropriate, valid California teaching credential

KNOWLEDGE OF:

- Knowledge and experience using a variety of K-12 instructional strategies
- Knowledge and understanding of working with current state standards and the new common core standards
- Expertise using a variety of technology media

ABILITY TO:

- Facilitate district and site meetings
- Promote and facilitate teacher study groups
- Keep community and Board apprised of district initiative statues and success
- Establish and maintain direct, ongoing communication with all stakeholder groups
- Participate actively in meetings, collaborations, learning opportunities with fellow TSA's in the district

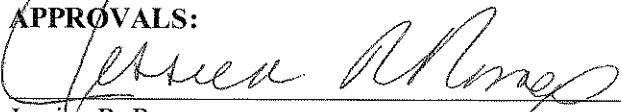
WORKING CONDITIONS:

Classrooms and general school campus environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store books, materials, files and supplies; lifting light to medium weight objects.

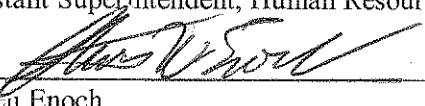
APPROVALS:



Jessiea R. Romeo
Assistant Superintendent, Human Resources

11-2-12

Date



Steven Enoch
Superintendent

6/27/12

Date