



## David Douglas School District #40 Licensed Job Description

**JOB TITLE:** Early Childhood Instructional Coach

**Reports To:** Program Administrator

**Job Purpose Statement/s:** The purpose of the Early Childhood Language Instructional Coach is to provide comprehensive and systematic process of program support for the increased academic improvement and advancement of Pre-K Learners.

The Instructional Coach is a non-evaluative support position for classroom teachers and other staff members in the coaching and modeling of effective teaching practices based on expectations and best practices for Pre-K Learners. The Instructional Coach facilitates professional development and collaboration for effective classroom instruction; oversees and coordinates language assessments, data and reports; and assists Early Childhood staff in using the data to plan effective instruction.

### **Essential Job Functions:**

- **Plan** and support teachers to follow program goals to meet the individual needs and abilities of students
- **Teach**, team teach and model/demonstrate instructional practices of student participation, literacy engagement, early literacy and Pre-Kindergarten skills.
- **Support, train** and **coach** classroom teachers in explicit language lesson planning and language embedded content units
- **Provide** best practices for differentiating instruction for all student learners
- **Provide** language tutorial and intervention services to students as needed
- **Meet** with and support EC classroom teachers and staff members to implement and follow the program expectations, best practices, and align with EC curriculum.
- **Collaborate** with EC program staff and families to improve the quality of student early learning skills by developing solutions and planning instruction
- **Prepare** instructional materials and reports
- **Review** developmental data with classroom teachers and staff members and explore ways to adjust instruction and activities to improve the academic success of students
- **Assess** students language development and/or skills for the purpose of providing feedback to teachers, parents and administration regarding student's academic progress
- **Communicate** with EC building and program staff, parents and families, community agencies and other educational personnel as appropriate
- **Support** program administrators in the use of data to identify instructional strategies that will foster improvement in student achievement
- **Network** and collaborate with other district Specialists
- **Confer** with colleagues, administrators, and parents as necessary
- **Guide** and support coordination of instructional assistant activities
- **Maintain** accurate and complete records in EC web related to Pre-K students.
- **Attend** trainings, meetings and collaborate with teachers, specialists and administration
- **Attend** IFSP meeting for students
- **Demonstrate** a professional and positive attitude when carrying out the responsibilities as a building and district staff member
- **Stay** current with research and best practices in language instruction for EC
- **Self reflect** upon own performance and accept and utilize professional suggestions and feedback
- **Meet** the state standards for competent and ethical performance
- **Perform** other duties as determined by the Building Administrator and program administrator

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### **Qualifications:**

- Holds an Oregon teaching certificate
- ESOL Endorsement
- Minimum of five years teaching experience teaching Pre-Kindergarten, Kindergarten – Grade 3
- English Language Development/Sheltered-Differentiation Training Completion
- Adeptness as a building teacher-leader and a professional development facilitator

### **Skills, Knowledge and/ or Abilities Required:**

- Skills in successfully teaching, planning, developing and implementing appropriate curriculum and assisting teachers in realizing success for all student learners
- Knowledge and skills to interpret and synthesize data on student performance and develop prescriptive teaching strategies
- Knowledge of English Language Development best practices in instructional theory, curriculum, state education code and district policies
- Knows and implements research based English Language Development content pedagogy
- Knows and uses state/local learning goals, professional teaching standards and assessments
- Knows and is responsible for the unique and diverse needs of students, parents, and community (cultural competence)
- Effective Interpersonal Communication
  - Works collaboratively
  - Listens with compassion and empathy
  - Communicates openly, honestly and sensitively
  - Builds rapport and trusting relationships
  - Respects confidentiality
  - Can clearly explain thinking and decision-making regarding classroom practices and language instruction
  - Manages conflict effectively
- Strong written and oral communication skills
- Excellent organizational skills for effectively managing multiple tasks
- Skills in utilizing and accessing technology as related to job responsibilities
- Maintain and upkeep accurate records, data and reports
- Meet deadlines

### **Essential Physical Requirements:**

- Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required.
- Ability to move freely to various locations.
- Ability to sit, stand and walk for prolonged periods
- Frequent standing, walking, sitting, and bending.
- Exposure to noise and activity of a classroom setting.

### **Education Required:** Bachelor's Degree

**Licenses, Bonding and/or Testing Required:** Appropriate State license. Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual Spanish preferred. ESOL endorsement preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

**Other:** First aid card and cardiopulmonary resuscitation certificate.

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**Terms of Employment:** Salary and work year according to the current contract and school calendar. May also include additional training days during the summer.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board Policy on Evaluation of Licensed Staff Personnel.

### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.