

DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA-Instructional Coach – Middle School

Reports To: Middle School Principal

Job Purpose Statement/s: The mission of the Instructional Coach is to increase student achievement. The Instructional Coach will facilitate change in instructional practices of teachers that will enable teachers to diagnose student needs more analytically; plan more productively; and teach more effectively.

Essential Job Functions:

- **Disaggregate** and **analyze** data and assists principals and teachers in its interpretation to measure and improve student achievement and program effectiveness on a school, class, and individual student level.
- **Coordinate** State Assessment at the building level
 - Ensure all students are tested
 - Work with testing assistant to create schedule
 - Proctor on an emergency basis only
- **Support** classroom teachers and other school personnel with implementing strategies related to the School Improvement Plan (SIP).
- **Introduce** teachers to new methods, materials and instructional strategies, that through research, have proven to increase student achievement.
- **Works** with teachers in assessing problem areas in curriculum and instruction and in finding and implementing appropriate solutions.
- **Provide** classroom coaching and modeling, teacher mentoring, staff development, and other services to improve student learning.
- **Coordinate** and **conduct** staff development.
- **Work** with principals and teachers in organizing Professional Learning Teams in order to affect horizontal and vertical continuity and articulation of instructional program throughout the school.
- **Works** collaboratively and communicate effectively with administrators, teachers, specialists, counselors and other school staff to strengthen all aspects of the instructional program.
- **Work** collaboratively and communicate effectively with district-level curriculum consultants and program coordinators to ensure rigorous, relevant curricula and instructional practices that will increase student achievement.
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a faculty member
- **Attend** staff meetings as well as serve on staff and district committees as requested.
- **Meet** the state standards for competent and ethical performance
- **Perform** other duties as determined by the principal.

TOSA – Instructional Coach-Middle School – Page 2

Job Requirements – Qualifications:

- Hold an Oregon teaching license
- Minimum of five years teaching experience.
- Adeptness as a building teacher-leader and a professional development facilitator.
- Strong interpersonal skills.
- Experience in mentoring and coaching others.
- Excellent written and oral communication skills.

Skills, Knowledge and/ or Abilities Required:

Skills in successfully teaching, planning, developing and implementing appropriate curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

Knowledge of best practices in instructional theory, curriculum, state education code and district policies.

Abilities to articulate effective instructional practices, sit, stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/ carrying/ reaching/ handling, talking/ hearing conversations, near/ far visual acuity/ depth perception and accommodation field of vision.

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.
- Frequent standing, walking, sitting, and bending.
- Exposure to noise and activity of an office setting.
- Exposure to outdoor weather conditions

Education Required: Bachelor's Degree. Working toward a valid administrative license preferred.

Licenses and/ or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

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

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of License 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.