

## *CERTIFICATED JOB DESCRIPTION*

### **TEACHER ON SPECIAL ASSIGNMENT - COMMON CORE INSTRUCTIONAL COACH**

**General Definition:** Under the direction and supervision of the Superintendent, the Common Core Instructional Coach (CCIC) acts as a liaison between the classroom teachers and the administration in matters of Common Core curriculum and instruction. It is the responsibility of the CCIC to bring the classroom perspective to issues of staff development, and to provide leadership to the teaching staff to forge the conditions that encourage the growth and implementation of the Common Core State Standards (CCSS). The CCIC works as part of an administrative team with district leaders, site administrators, and local curriculum & instruction mentors to support teaching and learning in a collaborative environment.

In order to effectively train and support other teachers in the implementation of the Common Core State Standards the CCIC must be committed to:

- Establishing a deep understanding of the rigorous new standards
- Development of effective common core instructional strategies.
- Implementation of writing across the curriculum.
- Executing a comprehensive professional development program.

**Employment Term:** Annual certificated teacher contract days plus 10 extra days

**Salary:** Appropriate placement on the certificated salary schedule

**Supervision From:** Superintendent/Designee

#### **Minimum Qualifications:**

##### *Education and Experience*

- A minimum of five years secondary teaching experience required.
- Masters Degree in Education from accredited college or university preferred.
- A strong background in effective implementation of professional development events.
- Experience in developing resources in curriculum, instruction and assessment that will support teacher efficacy.
- A valid California Teaching Credential which authorizes the holder to teach high school level curriculum in one of the CCIC content areas (credentials in two or more content areas is preferred).

##### *Knowledge*

- Common Core State Standards.
- Smarter Balance Assessment Consortium assessments
- Best practices in teaching strategies.
- Staff development and training trends in education.

- District organization, operations, policies, regulations and procedures.

### *Skills and Abilities*

- Compile and verify data: prepare comprehensive narrative and statistical reports.
- Plan and organize work: meet schedules and timelines.
- Establish and maintain effective working relationships.
- Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively.
- Excellent organization, time management and follow-up skills; high sense of urgency, demonstrated ability to successfully handle multiple projects concurrently; ability to work as a team.
- Analyze student achievement data.
- Utilize a variety of effective instructional strategies.
- Evaluate learning technology and media resources to determine effective District applications.

### **Physical Requirements:**

Category I - Position requires normal physical strength and endurance for standing, sitting, bending, or walking. Work assignments are normally located in a work environment with light physical work and require light physical effort. Lifting 25 pounds maximum or carrying any object up to 15 pounds.

### **DUTIES AND RESPONSIBILITIES:**

1. Work in collaboration with the district administrative team in setting a clear direction for professional learning teams implementing the Common Core standards that is effectively communicated to all staff.
2. Provide teachers with the necessary support and training to become high performing Common Core teams.
3. Provide assistance to collaborative teams to build shared knowledge and agreement regarding essential Common Core skills and content.
4. Develop methods to encourage teachers to share formative and summative assessments within site and district teams.
5. Assist teams in developing methods to gather evidence of Common Core student learning.
6. Showcase and celebrate effective teams.
7. Work with District Technology and Assessment personnel to provide multiple sources of data to be used by teams as diagnostic tools to identify struggling students and provide instructional improvement.
8. Collaborate with NCSOS, PCOE and other districts to continuously improve Common Core curriculum, instruction, and assessment.
9. Provide technical assistance in the area of curriculum alignment, lesson planning, assessment, scope and sequence and instructional practice to staff.

10. Foster and organize interdepartmental collaboration to improve Common Core implementation.
11. Work with the administrative team to plan Common Core district in-service events.
12. Assist sites in the delivery of high-quality collaboration days and other professional development events on an ongoing basis that address Common Core.
13. Report to the NJUHSD Administrative Council regarding issues dealing with curriculum and instruction.
14. Report to the NJUHSD School Board as needed.

Board Approved: March 5, 2014