



Date Adopted: August 1, 2009  
Revised: November 17, 2009

Salary Schedule: Core

## **Job Description     STUDENT LEARNING COACH**

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### **BASIC FUNCTION**

Reports to principal or administrative designee. Provide classroom teachers with direct intensive instructional support services including research based effective strategies and interventions.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Implement the philosophy, goals, objectives, and policies of the district, site and assigned division as they pertain to curriculum and instruction.
- Provide coaching and support for classroom teachers in implementing effective teaching strategies and practices that promote student achievement, enhance self-esteem, improve student behavior, and meet goals as set forth in the school plan through demonstration lessons, observation and by providing feedback.
- Assists the administration and classroom teachers with managing the data collection process analyzing student data (e.g. academic conferences, academic profiles, disaggregated analysis etc.)
- Maintain current knowledge base on literature and research in the area of curriculum and instruction.
- Meet on a regular basis (minimum bimonthly) with Curriculum and Academic Achievement curriculum and instruction staff to receive guidance in the development of site instruction programs, professional development activities, categorical program implementation, state mandated testing implementation, and district adopted programs and policies.
- Participate in the development and coordination of activities related to experiential and pilot assigned to the school site.
- Provide understanding and interpretation of school instructional programs to members of the community.
- Collaborate with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and improving classroom instruction.
- Provide assistance in working with district activities as requested.
- Serve as a liaison official between school and various community groups as it pertains to improvement of instruction.
- Assist with school site curriculum development, implementation, and monitoring.
- Perform other instructionally related duties as assigned or required.
- Assist with the instructional alignment and integration between the afterschool interventions and the core curriculum and other supplemental instructional services.
- Provide direct instructional services for students during afterschool programs.

## **QUALIFICATIONS**

### *Knowledge of:*

Principles, practices, procedures, rules, codes, regulations, techniques and strategies of district and assigned areas of instruction; principles and techniques of providing successful leadership and conflict management skills; effectively work with individuals and groups; effective project management skills; risk management; interpersonal skills utilizing tact, patience and courtesy; proficient computer technology and software skills.

### *Ability to:*

Manage the operations of the assigned position and responsibilities; read, interpret and apply legal mandates, policies, rules, regulations and operational procedures pertaining to school and departmental operations; effectively and efficiently perform highly responsible administrative functions, duties and activities; provide support for schools to accelerate student achievement, eliminate all achievement gaps and move out of Program Improvement where applicable; develop goals and objectives; establish and meet schedules and time lines; work with discretion and confidentiality; plan, organize, coordinate, assign, review, train, and evaluate the work of others; define projects and specifications; deal with a variety of projects simultaneously; prepare clear and concise management reports; establish and maintain cooperative and effective working relationships; understand and carry out oral and written directions; communicate effectively both orally and in writing in a clear and concise manner; exchange and retrieve information in person and on the telephone; and apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment in a variety of situations.

## **EXPERIENCE & EDUCATION**

Four years of academically successful experience as a classroom teacher or equivalent combination of education and experience; a strong background in effective instruction. Bachelors Degree. Advanced degree from an accredited college or university preferred.

## **CREDENTIAL**

Multiple/Single Subjects Credentials or credentials of equivalent authorization issued by the CCTC required.

## **LICENSE**

A current California Driver's License and proof of insurance are required.

## **WORKING CONDITIONS**

### ***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

### ***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to.

Lift, carry, push and/or pull items with a strength factor of medium work.

Hear and speak to exchange information in person or on the telephone.

See to read a variety of materials.

Possess dexterity of hands and fingers to operate a computer keyboard.

Sit, stand or walk for extended periods of time.

Bend at the waist, kneel or crouch to file materials.

Reach above shoulders to file materials.

Climb a stool/ladder.

### ***Hazards:***

None identified.