



Job Title: Instructional Coach

Department: Teaching and Learning

Reports To: Director of Teacher Development

Grade: Teacher Scale

Number of Days: 200

Security Access: Wilson

Current Date: June 6, 2014

Overtime Status: Exempt

Position Summary

Tulsa Public Schools is looking for dynamic experienced teacher-leaders to serve as Instructional Coaches for the district. Each Instructional Coach will provide professional development and instructional support to site leadership, teachers and other staff to improve student achievement in the areas of literacy and mathematics.

Reporting to the Director of Teacher Development, each Instructional Coach will work in a collaborative environment as part of an instructional team. Eighty-percent of the Instructional Coach's time will be spent at school sites providing on-going coaching and job-embedded professional development to teachers of literacy and mathematics. The Instructional Coach will also work with teachers of other content areas to integrate literacy and mathematics strategies and skills across the curriculum. The remainder of time will be spent in preparation of the supports and working closely with Academic Coordinators and other Curriculum and Instruction staff.

Qualifications/Job Requirements

Education

- Bachelor's Degree in education, training, subject field, curriculum or related field (Master's Degree preferred)

Specialized Knowledge, Licenses

- Current Oklahoma State Teaching Certification
- Knowledge of organizational and professional development theories and best practices
- Knowledge of current, national innovative programs and trends in organizational and professional development
- Knowledge of effective use of technology in the delivery of professional development programs
- Knowledge and understanding of curricular frameworks, pedagogy, and quality classroom materials

Experience

- Minimum five years of successful teaching experience

- Experience developing and delivering effective professional development
- Experience developing and implementing curriculum for a wide variety of grade levels and subjects
- Knowledge and experience with Adult Learning
- Knowledge and experience in technology integration in the classroom

Specific Training/Skills

- Evidence of instructional leadership (e.g. team leader, resource teacher, interdisciplinary resource teacher, department chair, system-wide committees, etc.)
- Proven ability to develop and deliver programming that drives improved academic performance for all student populations; knows effective practice for differentiating instruction

Other

- Preference for teachers who can specialize in the content areas of greatest need as determined by data, including secondary or elementary math, secondary or elementary ELA, literacy in other content areas, integration of technology and others

Duties and Responsibilities

- Plan, develop and use assessment strategies to determine staff learning needs and to design and deliver professional development programs to meet district priorities
- Work with Academic Coordinators to critically examine the curriculum and identify adjustments to better meet the needs of each particular school population
- Assist in the development of an annual professional development plan
- Engage teachers in the development of a culture that:
 - Fosters professional learning communities
 - Promotes teachers as leaders and learners in acquiring and building a repertoire of skills to meet the needs of every student
- Facilitate teacher growth in instructional strategies and content knowledge in the areas of literacy and mathematics
- Create professional development opportunities related to:
 - Continued Learning in Content Areas
 - Evidence of Student Learning
 - Data Analysis
 - Instructional Best Practices
 - Peer Reflection
 - Collaborative Team Planning
 - Individual Professional Growth
 - Other areas as needed as determined by individual, site, or district goals
- Demonstrate high expectations and model effective strategies for continuous improvement
- Communicate and support implementation of curriculum maps and other curricular initiatives
- Support the implementation of school improvement plans

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description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.