

TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Urban Instructional Coach

Reports to: Principal
Department: School
Compensation: Teacher's Salary Schedule Plus Stipend
Duration: Assignment of up to three years
Overtime Status: Exempt
Date Job Revised: July 19, 2010

Position Summary: Implement District programs including the Standard District Common Core and College Readiness Curriculum and provide direct support to teachers and administrators in providing quality instruction.

Qualifications/Job Requirements:

Education:

- Minimum Master's Degree in a core area and Oklahoma Teaching Certification.

Specialized Knowledge, Licenses, etc:

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Experience:

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Specific Training/Skills:

- Demonstrated teaching and leadership skills, written and oral communication skills.
- Demonstrated success in an urban learning environment.
- Strong computer skills including Microsoft Office, Internet, and E-mail.
- Extensive knowledge of teaching techniques, curriculum and staff development.
- Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations.
- May require flexible scheduling to provide evening or Saturday professional development.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Provide direct support to classrooms and teachers through personal visitation/observation, demonstration teaching and training.
- Provide embedded professional development (culture training, effective teaching strategies for at-risk student).
- Provide coaching and modeling in classrooms of teachers who receive low scores on the new teacher evaluation rubric.
- Implement the District programs assuring that federal, state and district requirements are met.

- Support instructional initiatives as required to support improved academic achievement.
- Plan and implement relevant professional development opportunities that address both current research and future instructional needs.
- Serve as a teacher coach and trainer through the demonstration of effective teaching strategies and the provision of inservice experiences as required.
- Stay current with relevant research and teaching/learning trends.
- Develop guides and other support materials necessary for relevant programs.
- Participate in cooperative long-range planning with other departments and schools to make the most effective use of resources.
- Review materials/programs/services implementation strategies and provide reports as required relative to areas needing improvement and/or modification.
- Provide leadership in planning and implementing a variety of extended time opportunities for student learning and recognition.
- Serve as a liaison to outside agencies in order to articulate the mission of the district, seek additional resources and administer guidelines.
- Assist in planning, implementing and monitoring curriculum and instructional programs.
- Identify and disseminate information to teachers regarding 'best practices' in classroom instruction, assessment, technology, equity, and staff development.
- Maintain an awareness of current research and curricula trends to provide job-embedded professional development on classroom instructional improvement strategies to teachers.
- Work with the site's instructional leadership team and the principal to create and monitor implementation of the schools' site improvement plan by structuring related teacher interactions to identify specific, measurable and attainable benchmarks for teacher and student performance.
- Provide technical assistance and support to collect and analyze data (graduation and/or attendance rates, district, building-level, classroom benchmark assessments, and discipline incidents) for results in designing instructional strategies and interventions to identify and help meet the learning needs of all students.
- Participate fully in professional development, including peer observations, professional research and reading and inquiry sessions.
- Assist teachers in aligning their teaching strategies with appropriate standards, curriculum and assessments.
- Communicate with administrators, district personnel and technical assistance contractors to coordinate activities and programs; resolve issues and conflicts, and exchange information.
- Facilitate the transformation of research-based knowledge into useful tools that can be readily integrated into the educational reform process.
- Perform other tasks or services consistent with the duties defined in the position summary.