

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Teacher on Special Assignment - Instructional Coach

Salary Grade: Appropriate Placement

Salary Schedule: Certificated Salary Schedule

Department: Curriculum, Instruction and Accountability

Reports to/Evaluated by: Assistant Superintendent, Curriculum, Instruction and Accountability

FLSA: Exempt

SUMMARY

This position is responsible for providing staff development, instructional mentoring, and coaching to teachers throughout the District.

DISTINGUISHING CAREER FEATURES

The Teacher on Special Assignment (TSA) - Instructional Coach operates as a high-level educational professional who interfaces directly with instructional staff to elevate educational delivery across the District. This specialized role relies heavily on building deep, collaborative mentorship relationships with adult learners, requiring advanced expertise in curriculum design, instruction models, and adult learning strategies. Movement through this career track involves demonstration of exceptional peer leadership, professional development mastery, and comprehensive proficiency with the California Standards for the Teaching Profession (CSTPs) and District-adopted systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes and maintains a collaborative relationship with teachers to support their development as professional educators.
- Provides instructional mentoring/coaching to teachers.
- Assists teachers to reflect on and analyze their practice by reviewing student work to inform instruction and enhance student achievement; uses knowledge of equity principles to deepen the understanding of the California Standards for the Teaching Profession (CSTPs).
- Models innovative teaching methodologies through techniques such as co-teaching and demonstration lessons; provides opportunities for teachers to observe exemplary practices of peers.
- Encourages teachers to identify instructional resources; incorporate technology and analyze data to advance teachers' learning and classroom practices.
- Provides professional development in areas such as: California Content Standards, class culture and climate, implementing research-based instructional strategies, classroom management,

Teacher on Special Assignment-Instructional Coach

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differentiated instruction, action research, culturally relevant teaching, supporting English Language Learners and students with special needs.

- Works collaboratively with Curriculum Leaders in providing leadership and directional support based upon curriculum standards as well as CSTPs.
- Attends workshops and conferences to strengthen knowledge of current best practices regarding instructional coaching, strategies, and resources.
- Assists in making presentations to school site and university instructional groups.
- Assists in recommending and presenting recommendations to the Governing Board. Performs other duties and assumes other responsibilities as assigned.

QUALIFICATIONS

- **Knowledge of:** Exemplary knowledge of California Content Standards, California Standards for the Teaching Profession, district assessment systems, curriculum, and research-based teaching methods that maximizes achievement for all students.
- **Ability to:** Requires the ability to train others in a variety of teaching and learning settings including: one-on-one, small group and large group. Must be able to communicate on both a formal and informal level with a wide range of contacts including District administrators, county officials and outside organizations. Must be able to work with software and systems used in the district.
- **Education and Experience:** Bachelor's degree required (Master's degree preferred). Minimum of three years of recent classroom teaching experience; a distinguished track record of success. Documented success of engaging in cooperative and collaborative projects with adults. Experience related to adult learning (Examples: Induction Mentor, professional development presenter, Curriculum Design Team Member). Successful teacher leadership and/or administrative experience. Evidence of a commitment to on-going professional growth. Evidence of excellent oral, written, and technology skills. Valid California teaching credential.
- **Working Conditions:** Work is performed indoors where minimal safety considerations exist. May also require traveling to school sites.