

Washington West Supervisory Union Job Description

JOB TITLE: Content Area – Professional Development Coach

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To provide effective professional development through training and coaching opportunities for teachers to promote their professional growth and success and to improve teaching quality.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Professional Development Opportunities

- Designs and delivers well developed, research based professional development in the area of assigned content.
- Full coordination and supervision of -wide professional development as assigned. Job involves group training sessions.
- Plans in collaboration with the Director of Curriculum for professional development sessions.

Coaching and Support

- Attends and participates in a training to learn coaching strategies within an educational setting during non-instructional hours.
- Works collaboratively with assigned teachers during instructional periods to model new professional practices in the area of expertise.
- Provides consultation to assigned teachers on an as needed basis in handling the tasks of teaching within the specific area of professional development.
- Stays current and up to date within the specific content area of assignment through research, professional reading and trainings to coach and support assigned teachers.
- Provides feedback and instructional information to ensure the assigned teachers effectively deliver grade level appropriate content based on the professional development provided.
- Provides the teachers with information necessary to develop new knowledge and skills to implement techniques specified within the professional development.
- Maintains simple confidential logs and notes of observations and progress toward implementation of knowledge and skills taught.

Other Professional Duties

- Provides a full-year commitment for designated number of days involving multiple before, during and after school meetings/mentoring sessions; preparation outside of the school day; and some days during the summer for training and preparation
- Participates in coach training programs offered during the summer and/or outside school hours.
- Assists with the training and coaching of teachers as requested.
- Devotes in-service and pre in-service time for professional development delivery, coaching, etc...
- Initiates and builds a foundation with the teacher for the continued study of teaching.
- Fosters the positive attitudes of teachers about teaching.
- Communicates concerns to the assigned administrator so that the program curriculum can be adjusted accordingly.

SUPERVISION RECEIVED: Reports to, evaluated by and receives direction from the Director of Curriculum and Assessment.

SUPERVISORY RESPONSIBILITIES:

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. HQT- Valid VT Teachers License in Area of Assigned Content. Must hold a valid Vermont teaching license with a clear strength in the coached content. Masters degree (or equivalent) plus five years of teaching experience preferred, but not required.
- Demonstrated proficiency as an educator in content area, teaching techniques, and leadership.
- Ability to make the time commitments necessary for successful coaching/training (including face-to-face contact with the assigned teachers; summer coaching training and orientation; regular group meetings; and the like).
- Highly committed to the task of helping teachers find success and gratification in their work.
- Evidence of success as a cooperating teacher, or teacher leader.
- Proven professional commitment to the school and district including recent and significant involvement in student activities, school/district projects, events, committees and the like.
- Willingness to observe and be observed.
- Demonstrated excellence in working with adults.
- Proven commitment to on-going professional development.
- Demonstrated sensitivity to others' view-point.
- Demonstrated willingness to be an active and open listener.
- Demonstrated competence in social and public relation skills.
- Available for possible two-year coaching option if needed.
- Work schedule must permit common meeting times with teachers during the course of the day/week.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands, talk and hear. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.