

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: TOSA - Instructional Coach

DEPARTMENT: Teaching and Learning Services
2 Elementary Schools

REPORTS TO: Building Principal and Teaching and Learning Services (TLS) Directors

POSITION SUMMARY: The TOSA – Instruction Coach (TOSA-IC) supports all K-5 staff in the assigned locations in the identification and implementation of high-leverage, research-based instructional strategies, in order to improve the learning opportunities and achievement of all students. The TOSA-IC works directly with teachers, providing classroom-based demonstrations, coaching, and collaborative and one-on-one support, focusing on enhancing teachers' ability to provide rigorous, relevant instruction to meet the needs of all students.

ESSENTIAL FUNCTIONS:

- Kindles excitement about learning with staff, encouraging flexible and critical thinking and development of communication skills.
- Coordinates, facilitates, models, and provides training and coaching for building staff necessary to implement best teaching practices in math, literacy, other content areas, and classroom management.
- Provides individualized classroom-based support to K-5 teachers implementing comprehensive math and balanced literacy curriculum.
- Provides individual and group professional development on identified topics and strategies, such as a gradual release of responsibility model, as necessary and required.
- Provides in-classroom modeling and training in best assessment practices, including the analysis of data to inform instructional decisions.
- Provides modeling, training, and coaching on classroom management strategies that enable instruction to groups of varied size.
- Provides modeling, training, and coaching on differentiated instruction in math, literacy, and other content areas
- Integrates and models the use of technology as an instructional tool.
- Connects building staff to resources required for successful implementation of best instructional practices in math, literacy, and other content areas.
- Coordinates and plans with the building principal and TLS staff as needed.
- Acts as a liaison for implementation and maintains communication between the building principal, teachers, and Teaching and Learning.
- Works cooperatively with a building team, the STEM Team, Instructional Coach Team and/or other TOSAs from across the district as necessary for program supports.
- Continues to improve methods and techniques through ongoing professional development and keep abreast of current educational innovations through professional literature.
- Attends staff and other professional meetings as may be assigned or necessary.
- Demonstrates appropriate techniques, interventions, and interactions for building staff on behalf of students.
- Demonstrates positive relationship skills with students, parents, and district staff, maintaining ongoing and open communication.
- Develops plan for and implements data collection and analysis for implementation.
- Use technology and computer software for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor's or Master's degree or Doctorate from an accredited college or university.

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EXPERIENCE: At least five (5) years of successful certificated classroom experience in public schools and effective work with school age students. Instructional experience at the elementary level preferred. Prior experience coaching and training adult learners preferred.

CERTIFICATES & LICENSES: Valid Washington State teaching or ESA certificate with relevant endorsement(s) required. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUC./TRAINING: That which is required to be effective in the position and to maintain knowledge as current

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date