



Instructional Coach-SpEd

Purpose Statement

The job of Instructional Coach-SpEd is done for the purpose/s of providing mentoring and training special education staff in order to increase content knowledge and improve instruction; building school instructional capacity in order to meet the learning needs of all students; and improving student achievement.

This job is distinguished from similar jobs by the following characteristics: a three-year position with option to renew. If the position ends for any reason other than unsatisfactory performance, the employee will return to a position similar to the position held prior to appointment. While it is not guaranteed, every effort will be made to return the employee to the position held prior to the appointment. This position is non-supervisory.

This job reports to Special Education Assistant Director

Essential Functions

- Actively promotes district Initiatives for the purpose of supporting District-wide school improvement.
- Advocates for, promotes, and supports the work of special education for the purpose of improving pedagogy and teamwork as it relates to improved student achievement.
- Assists building administration with personnel management and coordination of service providers (e.g. paras, teachers, related servers, etc.) for the purpose of maintaining an appropriate staff to serve students with disabilities according to their IEPs.
- Assists mentor teachers as they implement the Entry Year Enhancement (EYE) and special education ABC program for the purpose of developing instructional capacity and providing training and support for beginning teachers.
- Assists Professional Learning Community (PLC) members in analyzing student work as well as teaching and learning strategies for the purpose of developing individual and group coaching sessions.
- Collects, records, and analyzes a wide variety of data (e.g. teaching performance, student achievement, etc.) for the purpose of improving instructional decision-making.
- Coordinates the preparation of required documentation (e.g. IEPs, SCRAM, District/State/Federal reports, correspondence, etc.) for the purpose of providing documentation and compliance with Federal/State/Local compliance.
- Develops and maintains productive relationships with instructional staff for the purpose of maximizing instructional improvement.
- Facilitates all Special Education programs at the school level for the purpose of ensuring compliance with Federal, State and Local laws, policies and procedures.
- Maintains current and relevant knowledge pedagogy (e.g. Big Five, Wonders, Go Math, Scholastic Programs, Assessments, reading in the content area, etc.) for the purpose of providing coaching and other assistance to instructional staff in accordance with District guidelines and programs.
- Manages and accounts for allotted Special Education budget for the purpose of ensuring the funds are expended appropriately and in compliance with Federal, State and District legal requirements.

- Mentors and coaches special education staff on the Utah State Common Core Standards (USCCS) and Utah Special Education Rules and Regulations (e.g. teachers, instructional assistants, support staff, etc.) for the purpose of ensuring that special educators understand and follow state mandated core content and special education compliance.
- Models and co-teaches pertinent instructional strategies in a variety of settings for the purpose of improving classroom instruction and maximizing student achievement.
- Monitors school special education programs and/or projects (e.g. curriculum development, delivery alternatives, discipline, etc.) for the purpose of providing a free appropriate education to students with disabilities.
- Observes special education staff members in a variety of teaching situations for the purpose of gathering data, providing feedback, and making recommendations for instructional improvement.
- Participates in all required coaching and special education training for the purpose of acquiring the knowledge, skills, and instructional strategies necessary to effectively impact instructional practices at assigned site.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Promotes Child Find within the neighborhood community for the purpose of providing services to students with disabilities.
- Serves as an advocate for students with disabilities for the purpose of ensuring student access to equal and appropriate educational opportunities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; facilitating program goals; organizing and communicating information and concepts; solving problems; organizing and coaching; and facilitating professional development.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: strong understanding of Utah Common Core Standards; demonstrated knowledge of literacy and math content; demonstrated knowledge and use of effective instructional research, pedagogy, and technology for all learners including students who are economically disadvantaged or limited in English proficiency.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: gathering, collating, and/or classifying data; communicating with persons of varied educational and cultural backgrounds; working with individuals and collaborative teams; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; scheduling activities and/or meetings. Flexibility is required to work with others; work with data utilizing different and similar processes; and operating standard office equipment including relevant software applications.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Must be Highly Qualified in job related field

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Current Level 2 Utah Teaching License
ESL or Reading Endorsement preferred

Continuing Educ. / Training:

Maintains Certificates and/or Licenses
Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 1