

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CURRICULUM AND INSTRUCTION COACH**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide leadership and support for the assessment, implementation, and evaluation of the District's curriculum and instruction in assigned programs, at assigned school sites, to increase student engagement and ensure an equitable education for all students.

#### **ESSENTIAL FUNCTIONS:**

Provide leadership and support for the assessment, implementation, and evaluation of the District's PreK-12 assigned program(s) at Elementary and Secondary schools in Elk Grove Unified School District;—support site programs and work collaboratively with teachers, other coaches, and site administration.

Assist classroom teachers in identifying curricular weaknesses through assessments and planning appropriate next steps or interventions.

Provide support to classroom teachers (PreK-12) using the implementation guidelines of the assigned program that are aligned with district philosophies guided by Board Policy and the California Department of Education.

Guide and assist in the development and implementation of professional development plans at the district level and across the district's schools; coordinate/organize school-wide training using research-based methodologies.

Conduct demonstration lessons that model effective cross-curricular instructional strategies.

Assist the District with stakeholder education related to the assigned program.

Collaborate with site administrators, program personnel, students, families, and community partners.

Support the development and expansion of new and existing programs.

Assist in the development and implementation of site goals using the Cycle of Continuous Improvement.

Assist staff in the administration, analysis, and interpretation of data that reflect student learning and the equitable access to curriculum and instructional programs, college and career readiness, etc.

Assist site staff in the development and implementation of programmatic goals. Support site staff with vertical articulation and the use of effective schoolwide methods.

Assist site teams and administrators in engaging each school's staff in professional development.

Meet regularly with site staff and administrators; share best practices across schools.

Accompany staff on site-based professional learning experiences and utilize the outcomes of those experiences to inform next steps and actions taken for program development and articulation amongst schools.

Drive a vehicle to conduct work from a variety of school sites on a regular basis.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

California Standards for the Teaching Profession, Common Core State Standards, and Secondary Elective Standards.  
Curricular practices, research, and methodologies.  
Instructional strategies used in the enhancement of curricular programs.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Standardized and performance-based assessment practices.  
School climate and culture.  
Curriculum, state standards, and frameworks.  
Principles of Professional Development training, providing work direction and facilitating program implementation assessment and evaluation.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Public speaking techniques.  
Record-keeping and report preparation techniques.

**ABILITY TO:**

Provide leadership and support for the assessment, implementation, and evaluation of the District curricular programs at all Elementary and Secondary sites.  
Provide effective coaching, staff development, and technical feedback across disciplines.  
Provide coherent demonstration lessons.  
Assist staff in enhancing instruction techniques.  
Assess school climate and culture as they affect the learning environment.  
Collaborate with administrators, teachers, students, families, and other stakeholders.  
Communicate effectively both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Operate a variety of office equipment including a computer and assigned software.  
Prepare and deliver oral presentations.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Maintain consistent, punctual, and regular attendance.  
Work independently with little direction.  
Sit or stand for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree, including courses needed to meet credential requirements, and a minimum of five (5) years classroom teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment.

Driving a vehicle to conduct work.

**BOARD APPROVED:** May 17, 2022