TITLE 1 INSTRUCTIONAL COACH

JOB DESCRIPTION:
The Ripon Unified School District Title 1 Coach shall be responsible to the Director of Curriculum and shall assist Title 1 sites with implementation of the instructional program. Job duties include coaching teachers in lesson planning, data interpretation, instructional techniques and other staff development.

QUALIFICATIONS:
1. Hold valid teaching credential.
2. 3 years experience as a classroom teacher
3. Completion of advanced training in Math and Reading
4. English Language Development Certification (SB396, AB1969, CLAD)
5. Familiar with implementation of Professional Learning Communities (PLC)
6. Familiar with student information system software (AERIES, Data Director).

TYPICAL DUTIES:
1. Assist the Title 1 site administrator(s) with curriculum development and instructional leadership with emphasis on Professional Learning Communities.
2. Promotes positive employee/employer relations.
3. Assists the Title 1 site administrator(s) in development of the School Plan.
4. Takes leadership in data collection and analysis.
5. Assists the Title 1 site administrator(s) to develop site leadership in the area of instruction; keeps abreast of new developments in education; provides for continuous study of instructional needs; curriculum revision, development and implementation; plans appropriate staff development activities in improve instruction.
6. Participates in categorical budget planning and review.
7. Conducts classroom observations and provides feedback to teachers.
8. Ability to deliver model classroom lessons.
9. Act as site representative to district committees involved in curriculum development, adoption, etc.
10. Assist teachers in curriculum delivery and instructional strategies for English Language Learners.
11. Develops and implement common assessment and acts as assessment coordinator.
12. Coordinate and develop teacher leadership with Title 1 site administrator(s).
13. Provides on-site staff development to ensure that teachers are knowledgeable about program components and understand the instructional design on how the board adopted curriculum meets the standards.
15. Participates in collaborative grade level meetings to assist in the analysis and utilization of assessment date to improve student achievement.
16. Assists grade level teams in setting goals for improved instruction.
17. Meets regularly with the Title 1 site administrator(s) to review assessment data and to assess the outcomes of goals established by grade level teams.
18. Prepares forms, records, and reports as directed.
19. Attends meetings and trainings as directed.
20. Other duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:
Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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<th>Seldom = Less than 25%</th>
<th>Often = 51-75%</th>
<th>Very Frequent = 76% and above</th>
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4. a. Ability to work at a desk, conference table or in meetings of various configurations
4. b. Ability to stand and circulate for extended periods of time
4. c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students
4. d. Ability to hear and understand speech at normal levels
4. e. Ability to communicate so others will be able to clearly understand normal conversation
2. f. Ability to bend and twist, kneel and stoop, run and crawl
2. g. Ability to reach in all directions
2. h. Ability to lift 25 pounds
1. i. Ability to carry 50 pounds

WORK ENVIRONMENT:
Employees in this position will be required to work indoors in a standard classroom environment and outdoors as instruction requires. Comes in direct contact with students, office staff, and the public.

Immediate Supervisor: Director of Curriculum
Assignment: Up to 190 Days Per Year
Salary: Certificated Itinerant Salary Schedule: Range 405