

Amador County Unified School District

TEACHER ON SPECIAL ASSIGNMENT: MATH INSTRUCTIONAL COACH

REPORTS TO: Assistant Superintendent, Educational Services

DEFINITION: The Math Instructional Coach (MIC) will provide instructional support and coaching to District teachers and staff as they work to ensure that each student is able to reach their academic potential. The MIC's primary role is to work with teachers to support best practices in using data, provide analysis of school-wide trends in instruction, and make recommendations about potential next steps to address areas of need. As a coach to math teachers and principals, the MIC is responsible for four main areas: a) observing instructional delivery and providing feedback to enhance and support the development of each math teacher's content area; b) supporting math teachers in aligning curriculum and instruction with the new California Mathematics Framework; c) analyzing data to modify curriculum and assessment to meet students' needs; and d) working with school staff to support sharing of best practices and professional development. The MIC will work collaboratively to advise administrators and teachers on developing instructional strategies and intervention programs for struggling students. This may include modeling lessons in classrooms, helping teacher groups plan instruction, creating system-wide policies and procedures, and facilitating professional development. This is not a supervisory position and does not include evaluation of colleagues.

DUTIES AND RESPONSIBILITIES:

- Support the development of high quality, effective math instruction in all schools and classrooms.
- Observe and coach developing math teachers to improve instructional planning, teaching practice, and the use of data, assessment, and instructional technology.
- Provide support through demonstration lessons, co-teaching, and planning which include California Math Content Standards, objectives (learning objectives, language objectives, and social objectives), differentiated supports (including strategies for targeted population), assessments (evidence of student learning), and observational tools.
- Collaborate with math teams to refine and develop common standards-based pacing plans, mid-year and end-of-year common assessments for each grade level.
- Collaborate with various teams (administrators, teachers, math cohort, Instructional Leadership Team) to facilitate analysis of data provided by diagnostics, common assessments, and formative assessments.
- Help teacher teams develop school-wide and classroom intervention plans.
- Work closely with the math team from Sacramento County Office of Education, and district and school administrators to develop policies and school structures that facilitate the improvement of math instruction and the appropriate interventions and supports for students.
- Continuously monitor, track and analyze student achievement data in order to identify needed supports and strategies.
- Participate fully in professional development, stay current with professional research and literacy publications, and attend job-related workshops and conferences.
- Review supplemental instructional materials and make recommendations.
- Attend conferences and meetings (afternoons and occasional weekends).
- Other related duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

- Demonstrate knowledge of the California Mathematics Framework and Common Core State

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Standards.

- Demonstrate in-depth knowledge of Mathematical practices and strategies, assessment, and instruction at the level for the applied coaching position.
- Demonstrate outstanding communication, presentation, and facilitation skills.
- Willingness to be flexible in scheduling and duties.
- Demonstrate proficient use of web-based resources.
- Demonstrate strong organizational skills.
- Excellent verbal and written skills.
- Ability to present engaging and relevant workshops on the California Mathematics Framework and Common Core State Standards.

SELECTION PROCESS AND TERM:

- The MIC TOSA selection process will be in accordance with ACTA/ACUSD Contract Article 11.
- The MIC TOSA will serve a one (1) year term with the guarantee of returning to their original site.
- At the end of each school year the District or the employee may choose to terminate the special assignment.
- A TOSA may return to their original site within one (1) year of service.
- After serving two (2) or more years, a member may be placed on the voluntary transfer list in the spring.

ESSENTIAL ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

- Bachelor's degree and valid California teaching credential authorizing service in grade levels and areas assigned.
- Master's degree desired.
- Successful teaching experience, at least five years.
- Experience planning and presenting professional development to teachers and other educational groups.
- A deep understanding of content specific and general pedagogy, the California Standards for Mathematics, the Common Core State Standards, and current trends and best practices in curriculum design and instruction.
- Significant experience with math curriculum and daily lesson planning.
- Experience in analyzing data and using results to modify curricula.

- Multi-faceted, multi-skilled, resourceful, and willing to do whatever it takes to help our students reach a level of academic excellence.
- Model positive and healthy character traits and habits, such as being organized, consistent and understanding.

PAY RANGE:

Certificated Salary 193 Day Schedule