

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

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| TITLE: | Peer Coach/Staff Developer | REPORT TO: | Principal |
| DEPARTMENT: | Institute for Learning | CLASSIFICATION: | Certificated |
| FLSA: | Exempt | WORK YEAR: | 187 + 24 work year |
| SALARY: | SDEA Salary Schedule | | |

BASIC FUNCTION:

Assist with the planning and implementation of site staff development programs for certificated staff.

REPRESENTATIVE DUTIES:

Assist in planning and implementing a site's certificated staff development program and conduct inservice education in support of increased proficiency in teaching.

Support and coach classroom teachers to implement instruction that is aligned with established district standards, frameworks, and assessments.

Provide on-going classroom demonstration lessons.

Facilitate and coordinate classroom visitations by on-site colleagues.

Plan, prepare, and conduct inservice workshops, classes, and meetings.

Collaborate with site resource teachers and support staff related to classroom instruction.

Assist in the development of methods to evaluate effectiveness of staff development services and prepares reports and recommendations.

Arrange facilities, supplies, and equipment for presentations.

Provide assistance to certificated employees in selecting appropriate courses of study which lead to professional improvements.

Participate in on-going training through the Institute for Learning.

Participate with the Institute for Learning to review the impact of site staff development programs on teaching and learning.

Participate as a member of a network of peer coach/staff developers and meet regularly as a network with the Institute for Learning.

Maintain appropriate records and submits reports as required.

Actively support the district integration program and encourage the participation of pupils who qualify for the program; participate in and instruct in integration programs as assigned.

Perform other duties reasonably related to the job class.

EDUCATION AND EXPERIENCE:

Three of the last five years in the classroom teaching environment (mentor definition in Ed Code) preferred. Permanent status is required.

Two most recent performance evaluations must be effective in all categories.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California K-12 teaching credential. Successful completion of the Peer Coach/Staff Developer certification process.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Instructional practices, strategies, standards, and portfolio assessment.
- "Teacher as Coach" (e.g. demonstration lessons, critiques, communication skills, and coordination of visitation between colleagues).
- Methods of providing services to English language learners.

Ability to:

- Establish a cooperative working relationship with site principals, teachers, and Institute for Learning staff.
- Communicate effectively, orally and in writing.
- Demonstrate skill in teaching.
- Establish an effective literacy-rich classroom environment.
- Organize and manage the learning environment (e.g. groups, cross classroom visitations, coaching observations, etc.).

WORKING CONDITIONS:

The Peer Coach/Staff Developer is subject to annual review by the Site Governance Team.