



## Littleton Elementary School District Position Description

**TITLE:** Teacher on Assignment - IEP Specialist/Instructional Coach

**CLASSIFICATION:** Exempt

**REPORTS TO:** Director for Special Education Services

**GENERAL STATEMENT OF RESPONSIBILITIES:** To build teacher capacity to implement effective instructional practices to improve student learning and performance.

### **PRINCIPLE DUTIES: (Essential Duties & Responsibilities)**

- Provides ongoing support for new and experienced teachers in best teaching practices including classroom management and instructional strategies
- Supports teachers in developing their ability to reflect upon their practice to improve instruction
- Supports teachers in developing their ability to prepare individual education plans (IEP).
- Observes new teachers and provides them with meaningful and specific feedback to improve instruction
- Works with teachers in setting up management and planning aspects of their teaching assignments
- Models instructional strategies and techniques
- Communicates with teachers regularly to problem solve and support/counsel as needed
- Does formative evaluations and demonstrations to coach in effective strategies
- Assists Director of Curriculum with developing, implementing, and maintaining a district program of induction and support for new teachers
- Maintains a broad base of strategies and techniques to share with teachers with whom s/he works.
- Attends staff meetings and other training sessions appropriate for effective mentoring
- Provides professional development as requested
- Continues personal professional development
- Helps coordinate and focus campus staff development program with principal
- Serves as a member of campus and district committees
- Maintains appropriate confidentiality of information
- Maintains accurate records and supporting data, including teacher and student contact logs.
- Maintains a high level of ethical behavior
- Perform other duties and responsibilities as assigned or requested

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Solving problems and resolving conflicts with students and adults
- Excellent written and oral communication skills to present information to staff
- Using computer and related software to prepare reports and documents related to curriculum
- Training and staff development skills, ability to train adult learners
- Ability to analyze and interpret data and generate reports
- Ability to perceive, plan, implement and continuously improve the instructional program

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor and the general public sufficient to exchange or convey information and to receive work direction.
- Evaluation, mentoring and training methods
- Arizona State Law and District policies and procedures
- Human growth and development
- Effective classroom management strategies and discipline methods

**PHYSICAL REQUIREMENTS:** Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**QUALIFICATIONS:**

Valid Arizona certification and a minimum of five years of successful experience as a classroom teacher.

Proficient in the essential elements of instruction.

Knowledge and experience in leadership and staff development skills.

Knowledge and expertise in integration of curriculum and instruction.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REQUIRED LICENSE/CERTIFICATION:** Arizona Teacher Certification;  
MA Degree in the Field of Education; Valid AZ Fingerprint Card