



<b>Job Title:</b>	<b>Instructional Coach</b>
<b>Department:</b>	Professional Learning
<b>Reports To:</b>	Director of Professional Learning
<b>Grade:</b>	Teacher Salary Schedule
<b>Number of Days:</b>	Teacher Salary Schedule + 24 Days
<b>Security Access:</b>	Wilson Teaching and Learning Academy/Select Sites
<b>Overtime Status:</b>	Exempt
<b>Last Revised Date:</b>	April 15, 2016

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Instructional Coaches will design learning experiences and contribute to student and teacher success by providing embedded instructional support to teachers and leaders resulting in improved student achievement across all content areas. Instructional Coaches will focus their support of literacy, math, and district instructional priorities through one or more of the following specialty areas: elementary or secondary literacy, elementary or secondary math, early literacy, literacy interventions, novice teacher support, and/or innovative literacy and math instruction.

**Minimum Qualifications:**

- Bachelor's Degree in education, subject field, curriculum or related field (Master's Degree preferred)
- Current Oklahoma State Teaching Certification (Reading and/or Math Specialist preferred)
- Five years of successful teaching experience

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serve as an exemplary model of the district Core Values of Equity, Character, Excellence, Team, and Joy
- Serve as an exemplary model of the district-adopted Habits of Success
- Develop positive and supportive relationships with classroom teachers, school leaders and staff
- Assist teachers in designing and implementing high quality lesson plans that align with the instructional priorities of the district
- Assist teachers in developing classroom management strategies that foster an inclusive and supportive climate conducive to academic achievement for all students
- Connect teachers to appropriate resources for the purpose of implementing the district's curriculum
- Support teachers in analyzing assessment data and student work for the purpose of planning instruction that targets the identified needs of all students
- Help classroom teachers address challenges and develop effective instructional practices through modeling, co-teaching, providing feedback and facilitating grade-level or department team PLCs
- Collaborate with school leaders to plan, implement, and assess school change initiatives to ensure alignment with and focus on instructional and cultural priorities and to monitor transfer or practice from professional learning into action
- Design and facilitate engaging and relevant professional learning experiences guided by adult learning theory, aligned to district instructional priorities and informed by implementation data
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to develop constructive relationships, inspire and motivate others, exhibit tact and patience and maintain confidentiality
- Knowledge of child growth and development, current effective teaching practices and behavioral management strategies
- Ability to evaluate curricular materials and resources and align them with district curriculum
- Ability to compare, interpret, analyze and generate data and apply basic principles of statistics

- Ability to speak before groups of people with poise and confidence and facilitate group discussions
- Demonstrate knowledge of adult learning theory and experience in planning and facilitating professional learning sessions
- Ability to read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- Utilize Microsoft Office products (e.g. Excel, Word and PowerPoint), Google platforms and online learning platforms such as Edivate and Teaching Channel
- Demonstrate continued professional curiosity and growth

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard school room and office environments
- Some required travel to and from school/district sites required

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*