



**Job Title:** Special Education Instructional Coach

**Department:** Special Education  
**Reports To:** Executive Director of Special Education  
**Grade:** Teachers' Schedule  
**Number of Days:** Teachers' Schedule + 24 days  
**Security Access:**  
**Current Date:** 5/24/2016  
**Overtime Status:** Exempt

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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:** The Special Education Instructional Coach will work with new and struggling special education teachers to strengthen their ability to deliver instruction in a variety of ways in order to increase the outcomes for students with disabilities.

**Minimum Qualifications:**

- Bachelor's Degree in an area of special education (Master's preferred).
- Extensive knowledge of curriculum, especially in the areas of reading and math.
- Oklahoma teacher certification.

- Minimum of five years' experience successfully teaching students with disabilities. Evidence of leadership skills (e.g. team leader, department chair, site mentor for new teacher).

**Responsibilities and Essential Functions:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Serves as a resource person and coach in the area of instructional practices for new special education teachers.
- Instructional coaches will work to develop robust instructional skills of existing special education teachers.
- Assists teacher in developing the skills to implement teaching techniques and classroom strategies to accommodate the various learning styles of students with disabilities.
- Demonstrates 'best practices' models and strategies for teachers in the classroom setting and provides follow-up discussions.
- Assists with developing lessons to implement state-adopted standards and address the Individual Education Plans.
- Maintains appropriate documentation to include contact hours for students, teachers, and/or parents.
- Assists teachers with progress monitoring.
- Helps with the development and implementation of a Functional Behavioral Assessment and Behavior Intervention Plans.

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

- Strong instructional ability as a classroom teacher.
- Demonstrated leadership ability in working with administrators, teachers, students, and parents.
- Demonstrated ability in communication, organizational, and presentation skills.
- Extensive knowledge of modifications and accommodations for students with disabilities.
- Extensive knowledge of differentiating instruction.
- Ability to develop constructive relationships, inspire and motivate others, exhibit tact and patience and maintain confidentiality.
- Instructional Coach must possess broad knowledge of disabilities and how they affect learning outcomes.

**Supervisory Responsibility:**

- None

**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 environment.
- 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 talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate

applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.