

Position Type:

TOSA (Teacher on Special Assignment)/Instructional Coach: Special Education

Mountain View Whisman School District Human Resources Department	Job Title: Teacher on Special Assignment)/Instructional Coach: Special Education
Classification: Certificated	Date Approved: March 2023

Position Description

MVWSD is seeking teachers to serve as Instructional Coaches for the Special Education department. The Special Education Instructional Coach will support Special Education teachers in improving instructional practices and in practices pertaining to the IEP process. The Instruction Coach will also provide support to general education teachers in supporting the needs of students with special needs in the general education environment. Training of Instructional Coaches will be provided by District personnel and outside providers, as appropriate.

Teachers applying for these positions should be prepared to get the most out of an exciting professional development and leadership opportunity. This will require a strong desire to improve instructional practices, collaborate, and receive and provide feedback and support.

Qualifications

- Experience as a teacher of students with special needs.
- Demonstrated strength in effective classroom instruction and management.
Demonstrated strength in implementation of lesson delivery and design with CCSS.
- Demonstrated strength in effective planning and instruction for students with special needs.
Demonstrated strength in the development and implementation of IEP goals and meetings.
- Completion of or readiness to be trained in ELD strategies.
- Willingness to provide coaching and support for MVWSD colleagues on a daily basis.
- Willingness to receive coaching from District administration, District colleagues, and outside providers.
- Ability to work independently and collaboratively in an organized manner.

Compensation

- 2023-24 - \$77,834 - \$139,544

Knowledge, Skills & Abilities

- Knowledge of current state-adopted standards, curriculum and policies.
- Knowledge of Special Education law, policies, and practices.
- Ability to organize and implement curriculum to facilitate student understanding of subject matter.

- Ability to infuse technology and other skills (critical thinking, problem solving, creative thinking, communication, collaboration and global citizenship) into the curriculum.
- Ability to work effectively with administrators, colleagues, district office and school-based staff, students, parents and community.
- Excellent oral and written communication skills.

Essential Duties & Responsibilities

- Work under the direction of District and site administration to develop coaching skills related to lesson delivery, IEP planning and implementation, and differentiating for students.
- .Collaborate within the school and District teams to analyze student data and prepare interventions for small groups and individual students
- Use a variety of standardized, formative, and summative assessment tools and techniques to support teachers in establishing learning goals and to plan, differentiate and modify instruction.
- Support teachers in creating and maintaining a rigorous learning environment with high expectations and appropriate supports for all students.
- Establish and maintain an environment conducive to the intellectual, physical, social and emotional development of staff and students.
- Meet regularly with Site and/or District administrators
- Support teachers in establishing and maintaining standards of pupil behavior needed to achieve a desired learning atmosphere.
- Continue to improve as a professional educator by engaging in district-provided and self-selected professional growth opportunities.
- Collaboration with other Instructional Coaches, District teachers, District administration, and outside providers.
- Availability for additional meetings and training days beyond the school day.
- Willingness to be recorded (video and audio) for purposes of personal feedback and training of other District staff members.
- Willingness to provide demonstration lessons.
- Although not an absolute requirement, availability to prepare for staff development and to receive/provide training beginning August 1st or before (additional hours will be compensated based upon current collective bargaining agreement).
- Participate in other duties as assigned.

Other Duties & Responsibilities

- Supervise students in a variety of school related settings.
- Communicate and interact with students, parents, staff and community.
- Maintain appropriate records and follow required procedures and practices.
- Monitor appropriate use and care of equipment, materials and facilities.
- Requisition necessary instructional materials and supplies and maintain required inventory records.
- Assist in accomplishing campus, department and district goals and initiatives.
- Attend mandatory meetings (IEP, SST, Faculty, et al).
- Attend to contractual obligations.

Physical Demands and 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 continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 25 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

Supervised by: Superintendent or designee

Evaluated by: Superintendent or designee

The Mountain View Whisman School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics. The Mountain View Whisman School District requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

Questions or complaints of alleged discrimination, harassment, intimidation and bullying, equity or Title IX equity and compliance concerns should be directed to Tara Vikjord at 650-526-3500, 1400 Montecito Ave., Mountain View, CA 94043, or tvikjord@mvwsd.org.