



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Curriculum and Instruction Coach	Location:	Student Achievement
Reports To:	Director of Student Achievement	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	10 months	Salary:	see lhusd.org website

Qualifications

- Valid appropriate Arizona Teacher Certificate
- Master's degree in education preferred.
- National Board Certification preferred.
- Five years successful experience as a classroom teacher
- Evidence of comprehensive knowledge of effective educational practices and ability to coach adults.

Skills Needed

- Deep knowledge of PK-12 instruction and skillful application of research-based strategies to provide access to content for all students.
- Experience in assessing skills and knowledge, using a variety of formal and informal assessment tools, and using data for instructional decision-making.
- Interpersonal, problem solving, and organizational skills required to facilitate coaching and staff development effectively.
- Ability to design (individually and in collaboration with others) high-quality professional development for teachers/school staff.
- Experience in planning, implementing, and reflecting on school improvement initiatives in order to increase student achievement.
- Ability to support educators at all phases of their careers from novice to veteran through targeted interventions.
- Knowledge and skills in using data to drive decision-making and the improvement process.

General Function

- Work as part of the Educational Services team to enhance instructional practices throughout the district.
- Work as part of the Educational Services team to raise the level of student academic achievement throughout the district.
- Design and model effective practices for staff, teachers, and leaders
- Establish trust and rapport to maintain constructive interactions with all individuals/groups.
- Assist staff in the use of data to make instructional decisions.
- Work cooperatively with district office personnel, campus administration, school staff, and the technology team
- Provide professional development to support school and district goals.
- Monitor instructional effectiveness and student progress of implemented programs.
- Participate in continuous professional development to enhance the capacity to support student achievement.
- Serve in a mentoring/assistive role to teachers with evaluation responsibilities (not to include case load mentees)
- Lead teacher induction initiatives
- Prepare for and host teacher induction and professional development (requires after school and summer commitment)
- Model effective instructional techniques for teachers and leaders
- Support common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school and district vision.



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Specific Function

- Responsible for planning, implementing, and monitoring of all curricular programs.
- Support short and long-term decision-making regarding curriculum implementation.
- Assist in evaluation, procurement, distribution, training, implementation, and evaluation of curricular initiatives.
- Make classroom and site visits as appropriate and necessary to assist staff with implementation of curriculum.
- Use data to monitor district performance in meeting externally imposed requirements.
- Facilitate processes for selecting and implementing curriculum adoptions and supplementary materials purchases.
- Analyze student performance data, teaching strategies, and curriculum materials and make recommendations based on that analysis.
- Apply research and district data to improve the content, sequence, and results of the teaching and learning process.
- Partner with district and campus level leadership in directing instructional and curriculum services to meet student's needs.
- Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
- Organize, support, and maintain professional learning communities throughout the district.
- Support the work of teams by attending, participating in, and facilitating professional learning communities.
- Plan and facilitate meetings and district-wide professional development to ensure district curricular and instructional consistency.

Responsibilities and Requirements

STAFF PERSONNEL

- **MEETINGS:** Attend staff meetings and district in-service programs
- **COMMITTEES:** Serve on committees as requested
- **TEAM MEMBER:** Be responsible for self-involvement as a contributing member and involved in group decision-making and the development of a positive, cooperative building environment.

STUDENT PERSONNEL

- **HEALTH & WELFARE:** Identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self.

OPERATIONS

- **POLICIES & REGULATIONS:** Know and observe board policies and regulations.
- **BOOKS & SUPPLIES:** Account for school and district property, as required.
- **EMERGENCY PROCEDURES:** Follow school regulations regarding emergency procedures.
- **ATTENDANCE:** Report to work at times assigned and remain on through time prescribed in district policy

FINANCE/BUSINESS MANAGEMENT

- **RECOMMENDATIONS:** Responsible for submitting and justifying recommendations to building principal or designee

SCHOOL/COMMUNITY RELATIONS

- **INTERPRETATION:** Interpret school policies and programs to students and parents

OTHER

- **HEALTH:** Responsible for performing those duties which protect the health and safety of students and employees
- **OTHER DUTIES:** Responsible for performing other job-related duties as assigned.



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Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be misconstrued as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.