

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	ELD Instructional Coach/Dean of Students		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening. Professional Teaching License ESOL Endorsement Spanish preferred	REPORTS TO:	Ruben Paschal
EDUCATION:	Bachelor's Degree or Higher	FLSA Status:	Exempt
LENGTH OF WORK YEAR:	200 Days Per School Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>This position supports teachers and parents of EL students and administrators in school improvement efforts.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This position is considered a safety sensitive position.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Understand how learners grow and develop cognitively, linguistically, socially, emotionally, and physically.
2. Design and implement developmentally appropriate and challenging learning experiences which allow learners to use critical thinking, creativity, and collaborative problem solving and promotes mastery of curriculum content.
3. Ensure learning environments are inclusive and mindful of individual differences and diverse cultures and communities.
4. Create environments that support individual and collaborative learning.
5. Implement classroom procedures that foster management of student behaviors while maintaining respect and rapport.
6. Set rigorous learning goals for students.
7. Provide instructional support and professional development for teachers using SIOP.
8. Mentor teachers as assigned.
9. Support school administrators with school improvement efforts.
10. Assist with initial screening of student behavior and making determination if further action is needed.
11. Plan and participate in parent engagement events.
12. Grow and develop professionally to ensure current methodologies are being used and professionalism is demonstrated.
13. Supervise and support volunteers, paraprofessionals, and others in a positive way.
14. Supervise students and assist in maintaining a safe environment at all times.
15. Maintain accurate records and communicate both written and verbal information effectively.
16. Uphold regular attendance at work and work activities.
17. Attend work dressed and groomed in a neat, clean, appropriate manner for the assignment and work setting.
18. Maintain the integrity of confidential information relating to a student, family, colleague, or district patron.
19. Maintain professional boundaries with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.
20. Effectively use technology including internet, email, and electronic communications to enhance instruction and student learning.
21. Follow all District and supervisor policies and directives.
22. Comply with applicable state, local and federal laws, rules, and regulations.
23. Adhere to all standards established by Teachers Standards and Practices Commissions (TSPC) for the Competent and Ethical Educator.
24. Adhere to all Oregon Administrative Rules, related to licensed educators inclusive of Mandatory Reporting.
25. Maintain appropriate licenses and training hours as required to implement this position.
26. Regular attendance is an essential function of this position.

27. Other duties as assigned.

WORKPLACE EXPECTATIONS

- ✓ **Attendance and punctuality:** The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications.
- ✓ **Personal appearance:** The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.
- ✓ **Confidentiality:** The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and the best interest of the individuals involved.
- ✓ **Following policies and directives:** The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable job descriptions, and reasonable requests by proper authorities.
- ✓ **Setting appropriate boundaries with students:** The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.
- ✓ **Collaboration:** The employee maintains relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning.
- ✓ **Appropriate use of technology:** The employee will use internet, email, and electronic communications only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices is not allowed during class time.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance:					
If required, lifts over <u>35</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance:					
If required, carrying over <u>20</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker:					

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date