

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us)



---

## Job Description

---

**POSITION TITLE:** Instructional Coach

**SALARY PLACEMENT:** Certificated Salary Schedule

---

### SUMMARY:

The Instructional Coach is a teacher/service provider who performs teaching/service provider related duties outside the classroom in a position other than a traditional assignment. Duties shall include but may not be limited to supporting other teachers/service providers in the implementation of new curriculum and methodologies, demonstration lessons, data review, structure intervention methodologies, work directly with students, assessment development and oversight, use of technology, and other classroom support. The Instructional Coach shall be assigned to the Instructional Coaching Program (ICP). Each year, Instructional Coaches shall be assigned equitably to the District school sites as needed. Instructional Coaches will be compensated in accordance with the appropriate negotiated uniform salary schedule.

### SUPERVISOR:

This position reports directly to the Deputy Superintendent of Educational Services or designee.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. The primary function of an Instructional Coach shall be to provide support and resources aimed at improving first time instruction, student intervention(s), and/or student achievement.
2. In order to preserve the integrity of the Instructional Coach/teacher relationship, the Instructional Coach shall refrain from discussing teacher interactions with administration. The Instructional Coach position is equal to that of the classroom teacher/service provider. Instructional Coach duties shall not be administrative in nature and shall not include evaluation, supervision, or direction of another bargaining unit member.
3. Participate in the assessment of needs; aid in the establishment of priorities; actively participate in the planning, development, implementation, evaluation, and revision of the California Standards (CS) implementation plan.
4. Work collaboratively with teachers, administrators, and Instructional Coaches to create and align resource material to CS, including instructional technology integration.
5. Serve staff by providing on-going support for collaborative planning and implementation of CS.
6. Identify supplemental instructional "bridge" materials.
7. Review newly state adopted frameworks to develop RUSD guidelines and protocols.
8. Work collaboratively with teachers and administrators to support the development of CS units.
9. Participate in leadership roles and committees as assigned.
10. Support ongoing implementation of CS instructional units, including but not limited to, lesson demonstrations, coaching, and facilitating lesson studies with teacher teams.
11. Support identification of appropriate formative assessment tools for piloting and/or adoption.
12. Demonstrate the effective use of technological resources needed to transform instruction to reach CS.

13. Coordinate and collaborate with the Chief Technology Officer, Technology Services Department staff, and school Computer Lab Technicians as necessary to identify proper resources, technologies, and support for effective use of technology to support the use of instructional technology resources in the classroom.
14. Develop and maintain a CS resource bank on Schoology and resource library of professional books to improve instruction in the classroom.
15. Provide review of Individual Education Plans (IEPs) and assessment results where applicable.

**KNOWLEDGE AND SKILLS REQUIRED:**

- Working knowledge of the structure and shifts in the California Standards (CS)
- Knowledge of applicable laws and California Education Code.
- Research-based teaching strategies for students and adult learners
- Data driven instructional decision making
- Evidence of classroom instructional technology integration in current role (21st Century learning)
- Ability to work collaboratively with peers and administrators; instructional coaching experience preferred
- Strong leadership and communication skills

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree with a valid California Teaching/Service Provider Credential authorizing service in the assigned grade and subject area.

- Valid teaching credential and CLAD or equivalent: Successful and extensive teaching experience with a minimum of five years in the classroom required. Evidence of practice using research-based effective teaching strategies, including but not limited to; Inquiry-based learning, GLAD, EDI, MIFF, Socratic Method, etc.

**CERTIFICATES, LICENSE, REGISTRATIONS:**

Valid California Driver's License

**GOALS OF EFFECTIVE PERFORMANCE:**

To participate in the planning, implementing, and evaluating of the best possible educational program for children in consideration of the needs of the students.

**PHYSICAL REQUIREMENTS:**

Medical Category I - Classroom Teacher K-12

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Medical Category III - Classroom Teacher K-12 (Physical Education)

1. Positions in this category require ability associated with prolonged periods of heavy physical labor.
2. Position regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
3. Great physical demand for strength and endurance.
4. Requires heavy physical effort such as lifting over 50 pounds on continuous basis.
5. Physical functions involve heavy physical exertion.
6. Lifting over 50 pounds or carrying any object over 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in indoor environmental conditions. The employee is occasionally exposed to video display, moving mechanical parts, and outdoor weather conditions. The employee uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: March 5, 2014  
Revised: May 1, 2019  
May 3, 2023

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District maintains a tobacco-free, drug-free environment.**