

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

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August 13, 2015

TO: School Board Members

FROM: Robert W. Runcie 
Superintendent of Schools

SUBJECT: **Revision to CC-6, Proposed Job Description for the Master Coach
Position, for the August 18, 2015 Regular School Board Meeting**

Attached is a revision for CC-6, Proposed Job Description for the Master Coach Position, for the August 18, 2015 Regular School Board Meeting.

Scriviner's errors on the Executive Summary, as well as on the Proposed Job Description for the Master Coach Position, were corrected. Revised versions of both are attached.

RWR/EC/MDA:dp
Attachment

c: Senior Leadership Team

School Board Agenda Item CC-6
August 18, 2015

Executive Summary

Proposed New Job Description for the Master Coach Position

Background: This item is being recommended for School Board approval to meet requirements for new job descriptions.

Position Title: Master Coach

Division/Department: Chief Talent Development Officer

Category: N/A **Range:** \$40,000 to \$71,250 **Point Range:** N/A

Salary Schedule: 2014-2015 BTU Teacher Salary Schedule

Recommended Policy Status: Organizational Chart Job Description - **First** Reading

Rationale: The job description for the Master Coach position is recommended in order to support the Coach Credentialing Program and to provide support to underserved Teacher Incentive Fund (TIF) schools.

Prior to the recommendation to the School Board for approval, a representative from the Broward Teachers Union (BTU-TSP) was notified of the revised job description request, and a deadline date was provided for feedback. As of the deadline, no feedback was received.

The position is vacant.

Cost: There is no additional financial impact to the District.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Master Coach
CONTRACT YEAR:	216 Day Teacher Calendar
PAY GRADE:	Teacher Salary Schedule

BARGAINING UNIT: BTU

PREFERRED QUALIFICATIONS

EDUCATION: An earned master's degree from an accredited institution in an educational field and a valid Florida Teacher's Certificate in elementary and/or secondary education, ESE, or reading. Must hold or be working toward earning a Broward County Public Schools' Instructional Coach Credential.

EXPERIENCE: A minimum of five (5) years of related teaching experience in subject area and/or level within the last (8) eight years is preferred.

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution in an educational field and a valid Florida Teacher's Certificate in elementary and/or secondary education, ESE, or reading; must hold or be working towards Reading Endorsement. Must hold or be working toward earning a Broward County Public Schools' Instructional Coach Credential.

EXPERIENCE: A minimum of seven (7) years of related teaching experience in subject area and/or level within the last (10) ten years is required.

ADDITIONAL QUALIFICATIONS

REQUIRED: Complete Broward County Public Schools' Instructional Coach Development and Credentialing Program and BrIDGES Observer Credential within three (3) years of assignment.

Progressively more responsible professional, educational experience with at least two (2) years of experience in teacher or administrative leadership roles. Strong interpersonal and communication skills as it relates to instructional practice and working with teachers. Ability to establish and maintain a trustful and confidential relationship. Demonstrate skillful use of coaching language. Demonstrate high standards of honesty, integrity, flexibility and responsiveness. Skillful in analyzing student data, instructional planning, and professional development of teachers. Computer skills are required for the position.

PREFERRED:

Broward County Public Schools' Instructional Coach Development Portfolio rating of Innovating. Bilingual skills are preferred.

REPORTS TO:

Director, Coaching and Induction

SUPERVISION:

This position does not have supervisory responsibilities.

POSITION GOAL:

The Master Coach is a strategic partner to principals and District leadership. The Master Coach is assigned to schools with high concentrations of students who have been historically underserved. The Master Coach will provide support based on identified needs of individual schools and differentiated supports that foster the growth and development of teachers. In addition to strategic literacy-focused mentoring, the Master Coach will support schools and teachers to develop skills in analyzing student work, differentiating instruction, supporting English Language learners and students with special needs. Also, the Master Coach will work collaboratively, build skills, analyze data, examine needs related to professional practice and engage in peer coaching with teachers.

The goal of the Master Coach is to improve and sustain student achievement by promoting a culture of guidance and support around professional capacity systems that support the systemic use of data, accelerated student learning and engagement with teachers in deliberate dialogue around targeted groups of students. These systems include but are not limited to:

- Teacher Collaboration
- Instructional Coaching
- Professional Development

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Master Coach shall carry out the performance responsibilities listed below.

1. Support instructional coach and teacher collaboration to ensure planned lessons are aligned with Florida standards and reflect evidence of student learning.
2. Provide support in the development of effective grade/subject level lesson plans.
3. Observe classroom lessons, collect instructional practice data, and effectively communicate feedback.
4. Assist coaches in examining student data through the inquiry process to work toward student learning goals.
5. Oversee collection, analysis and use of data to identify student learning assets and needs and support instructional improvement for accelerated growth.
6. Support coaches and teachers in setting instructional outcomes, and designing and using formative assessments to inform instruction and accelerate student learning.
7. Collaborate in the development of opportunities to deepen teachers' knowledge of culturally responsive instructional strategies and their effective use.
8. Plan and facilitate data analysis meetings with teacher collaboration teams (PLC's).
9. Provide professional learning on understanding and implementing the Florida standards and ensure they are aligned to the instructional practice framework.
10. Provide background and leadership on the instructional practices rubric to staff; assist teachers in understanding elements, support teachers in effectively implementing instructional practices in the classroom and ensure they are aligned to the Florida Standards.
11. Collaborate with principals to ensure school goals are being met.
12. Collaborate with the Office of Academics and the Office of School Performance and Accountability to ensure seamless instruction of content.
13. Facilitate instructional rounds as planned by the school leadership team.
14. Maintain and submit required documentation, including but not limited to, coaching logs, data analysis for coach and teacher development and calendar reflecting support activities and scheduled meetings.
15. Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
16. Participate in professional learning to enhance individual skills and proficiency related to the job responsibilities.
17. Review current developments, literature and technical sources of information related to job responsibilities.
18. Ensure adherence to safety rules and procedures.
19. Follow federal and state laws, as well as School Board policies.
20. Perform other duties as assigned.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Works with school leaders, school-based instructional coaches, and teachers to improve student achievement by supporting teacher growth and development and the delivery of effective instruction.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy and The Broward Teachers Union & The School Board of Broward County Collective Bargaining Agreement.