



Job Description

Equal Employment Opportunity

TEACHER ON SPECIAL ASSIGNMENT – INSTRUCTIONAL COACH

DEPARTMENT/PROGRAM: Special Education or Alternative Education

DIVISION: Educational Services

REPORTS TO: As Assigned

APPROVAL DATE: 7/20/2026

REVISION DATE:

CLASSIFICATION: Certificated Non-Management

SALARY SCHEDULE: Certificated Bargaining Unit

SALARY RANGE: As Assigned

WORK YEAR: 192

FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of the Director of Special Education or designee, the incumbent in this position supports teachers through coaching, modeling, collaboration, and professional learning in order to improve instructional practices, strengthen curriculum implementation, and increase student achievement. The position assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists teachers in analyzing formal and informal student data to inform instructional planning and improve academic outcomes.
- Assists teachers in developing classroom management systems, instructional routines, and procedures that support effective learning environments.
- Assists teachers with instructional planning aligned to curriculum objectives, standards, and assessment practices.
- Collaborates with teachers and site leadership to support implementation of research based instructional strategies and best practices.
- Communicates consistently and positively with staff, administrators, and instructional teams to support professional learning and instructional improvement.
- Coordinates and supports induction and mentoring activities for beginning teachers as appropriate.
- Facilitates professional learning opportunities and supports implementation of professional learning communities focused on student achievement.

- Observes teachers during classroom instruction and provides coaching, reflection opportunities, and actionable feedback to support professional growth.
- Provides information from educational research and professional literature regarding effective instructional practices and strategies.
- Provides support in the Individualized Education Program (IEP) process, assisting with documentation and timelines, and supporting the implementation and monitoring of services
- Supports the development of effective instructional practices by sharing strategies, resources, and student learning data to enhance teaching effectiveness and improve student outcomes
- Supports the identification, development, and delivery of professional development aligned with school improvement goals.
- Utilizes coaching strategies and facilitation techniques to promote reflection, instructional improvement, and collaborative problem solving among educators.
- Driving and travel between school sites

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Adult learning theory (andragogy) and effective coaching practices
- Analysis and interpretation of student performance data
- Curriculum standards, instructional frameworks, and evidence based instructional strategies
- Educational research and current trends related to curriculum, instruction, and assessment
- Instructional technology and digital tools that support teaching, learning, and communication
- Principles and practices of effective professional development and collaborative learning structures
- Professional learning communities and collaborative instructional practices
- Special Education and Alternative Education practices
- State content standards, curriculum frameworks, and assessment systems

Skills and Abilities to:

- Analyze student achievement data and instructional practices to inform decision making
- Build and maintain collaborative and positive relationships with teachers, administrators, and staff
- Communicate effectively in both oral and written formats with diverse audiences
- Demonstrate effective instructional strategies through modeling, coaching, and collaborative teaching
- Facilitate professional learning and collaborative conversations among educators individually or in group settings
- Organize and prioritize multiple tasks while working independently with minimal supervision
- Support teachers in implementing research based instructional practices and strategies
- Utilize technology to support instruction, communication, data analysis, and professional learning; operate standard office equipment, including using specific pertinent hardware and software applications
- Maintains confidentiality regarding student, staff, and program information in accordance with applicable laws and regulations.
- Solve problems by analyzing issues and creating action plans
- Adapting to changing work priorities; ability to organize work projects, establish priorities,

- working with frequent interruptions and meet deadlines in a timely manner
- Flexibility is required to independently work with others in a wide variety of circumstances
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Meet State and County standards of professional conduct as outlined in Superintendent/Board Policy

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Minimum of five years of teaching experience.

Experience working with adult learners and facilitating professional learning preferred.

EQUIVALENCY:

N/A

LICENSE/CERTIFICATIONS:

- Valid California Teaching Credential issued by The California Commission on Teacher Credentialing (CCTC)
- Valid, current California Driver's License
- Evidence of Insurability

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

Work is performed primarily in an indoor classroom/office environment under conditions with exposure to risk of injury and/or illness.

- Moderate lifting, carrying, pushing, and/or pulling
- Some climbing and balancing • Some stooping, kneeling, and/or crouching
- Occasional sitting, frequent walking, and frequent standing