

SAN CARLOS SCHOOL DISTRICT
Project Based Learning/21st Century Skills Coach

BASIC FUNCTION:

The PBL/21st Century Skills Coach will support teachers and leaders by providing coaching, training and professional development to implement Common Core State Standards (CCSS), Project-Based Learning (PBL), and the 5C's (critical thinking, communication, collaboration, creativity and citizenship) to deepen student learning and success. This position will report to the Assistant Superintendent of Educational Services and will require strong knowledge and expertise related to CCSS, PBL and the ability to use various forms of assessment data to inform effective instructional decision-making.

ESSENTIAL DUTIES:

- Support teachers to implement high-leverage instructional strategies for deeper, rigorous learning through a variety of approaches including Project-Based Learning
- Develop teachers to construct highly effective lesson plans and goals that differentiate for all learners (including students with language and learning needs)
- Coach and facilitate common core implementation, PBL and 5C's & Ownership (Habits of Mind) implementation
- Provide teachers with high quality feedback and goal driven support
- Provide support and feedback to teachers and leaders for analyzing and using data
- Support the full implementation of the District's Strategic Plan
- Support leaders and teachers in realizing the school and district goals
- Observe, model, co-teach, plan, and demonstrate lessons as needed
- Research, communicate, demonstrate and provide resources on best practices
- Facilitate, create, and deliver on-site Professional Learning opportunities (or co-lead)
- Meet and collaborate w/teachers and administrators regularly
- Promote positive relationships and articulation between grade levels and across schools
- Promote subject matter integration (middle school)
- Support heterogeneous teaming (middle school)
- Serve as an instructional leader in supporting district curricular and assessment initiatives
- Participate in trainings for CCSS, PBL, coaching and other related topics to maintain current knowledge of educational trends and best practices
- Perform other related duties as assigned

ABILITY TO:

- Work independently with direction, but minimal supervision, with a variety of organizations and people of varied backgrounds and skill levels
- Demonstrate excellent interpersonal skills using tact, patience, courtesy and attention to detail
- Meet deadlines, prioritize, plan and organize work
- Understand, implement and give complex oral and written directions in English
- Learn, interpret, and apply rules, regulations, and policies quickly
- Maintain a positive, professional and competent personal presentation as an educational leader
- Compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation, and spelling
- Maintain confidentiality in all aspects of duties and responsibilities
- Prepare and maintain accurate and complete records and reports

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

- Appropriate California Administrative credential or be eligible for California Administrative Credential
- Successful teaching experience, required
- Bachelors of Arts or Bachelors of Science, required
- Master's Degree, preferred
- Previous administrative or leadership skills, preferred
- Successful experience in presenting professional development to peers/adults, preferred

WORKING CONDITIONS ENVIRONMENT:

- Indoor and outdoor work environment.
- Moderate stress work environment

PHYSICAL DEMANDS:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English or other designated language.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to thirty (30) pounds frequently and forty (40) pounds occasionally.
- Able to push and pull objects weighing up to forty (40) pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.