

SAN MATEO UNION HIGH SCHOOL DISTRICT

MEMORANDUM

TO: Board of Education
FROM: Kirk Black, Deputy Superintendent
DATE: August 11, 2022
RE: Revised Instructional Coach Job Description and Stipend

I. BACKGROUND

The District currently compensates instructional coaches (IC) with a \$2,000 stipend for coaching a teacher above their allocated coaching ratio of five teachers on evaluation to one IC, per IC section (see page 3 of the [current job description](#)).

This ratio was established before the District was authorized to offer a Teacher Induction Program. The District's Teacher Induction Program combines ICs and the induction mentor role into one. The current IC ratio does not account for the additional work required of Teacher Induction Program mentors, who are expected to provide an average of an additional four hours of support a month.

II. RATIONALE

- a) An Instructional Coach or Special Education Advisor must engage in a minimum of 16 meetings throughout the year to support a teacher. The current stipend has been in place since 2016. Compensation should be increased to reflect current adjustments in the salary schedule.
- b) An increased stipend will support District efforts in recruiting high-quality teachers to support Education Specialists who need credential-matched support as a part of the Teacher Induction Program.
- c) An adjustment to the IC:teacher ratio in the event that the IC is supporting a teacher induction candidate will more accurately account for the increased support and time required.

III. RECOMMENDATION: REVIEW AND ACTION

Approve the [updated job description](#) that reflects the change in compensation and adjustments to the IC:teacher FTE ratio. This revision will account for the additional support required in mentoring teacher induction candidates. It will also increase instructional coaching and support provider stipend from \$2,000 to \$3,000 dollars per extra teacher that is assigned beyond what is required in the job description.