



## **Job Description – Instructional Coach**

**Department:** Academics

**Job Status:** Full-time

**FLSA Status:** Exempt  
**Pay Grade:** 2

**Reports to:** Superintendent

**Positions Supervised:** Teachers & Students

**Work Days:** 205

### **POSITION SUMMARY**

To help close the student achievement gap and accelerate learning for all students by building teacher capacity through implementation of effective instructional practices, by developing instructional material, coordinating educational content, and incorporating current technology in specialized fields that provide guidelines to educators and instructors. To improve curriculum and instructional strategies that will directly contribute to increased student achievement. The Instructional Coordinator will provide support to students (teaching), professional development sessions for campus teachers and facilitate communications at the campus level between the teachers, and campus Admin.

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions:
- Demonstrated knowledge of Texas content standards (i.e. TEKs)  Experience in researched-based instructional practices.  Deep knowledge of reading, writing, and literacy development  Previous coaching or teacher leadership experience  Deep knowledge of and experience in:

- a) Evidenced –based instructional strategies
- b) Conditions of Learning
- c) Assessment driven instruction (teaching/learning process)
- Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations
- Ability to design and deliver quality professional development for administrators and teachers
- Outstanding presentation and facilitation skills
- Demonstrated ability to communicate in a professional manner both orally and in writing
- Demonstrated strength in organization, communication skills and efficiency in meeting deadlines
- Demonstrated ability to function as a positive collaborative member of a team
- Demonstrated interest and engagement in professional learning and reflection □ Support the vision, mission and core values of the School of Excellence in Education □ Facilitate the intellectual and professional development of teachers.
- Create positive relationships with students, teachers and administrators.
- Communicate and demonstrate researched-based instructional practices that result in increased student performance.
- Communicate effectively with all members of the school district and community.
- React to change productively and handle other tasks as assigned.
- Support the value of an education
- Demonstrate the ability to model and apply a variety of instructional strategies/methods to classroom practice.
- Support teachers in using successful instructional practices.
- Advocate and promote curriculum restructuring.
- Assist in the design, coordination, implementation and evaluation of the instructional program.
- Assist in aligning curriculum with the Texas Essential Knowledge and Skills (TEKS), State Assessments (STAAR & EOC), and District Standards.
- Assist the instructional leadership in the development and implementation of the campus improvement plan.
- Assist in planning, designing, and coordinating professional development and deliver staff development as appropriate.
- Coordinate grade-level collaboration, inter-grade planning and planning across subject areas and provide assistance to teachers in developing materials.
- Serve as a resource person for the staff on innovative instructional practices, current educational trends and educational research.
- Work collaboratively with other personnel to provide instructional support within the learning community and across the District.
- Serve as a liaison between the academic support team and the campus.
- Collaborate and analyze student test scores by organizational units to maximize academic success.
- Advise teaching and administrative staff in curriculum development, use of materials and equipment, and implementation of state and federal programs and procedures.
- Observe work of teaching staff to evaluate performance, and to recommend changes that could strengthen teaching skills.
- Maintain effective working relationships with campus staff and other District personnel. □  
Other duties as assigned

## **POSITION QUALIFICATIONS**

- Broad-based training in teaching and learning strategies
- Experience in teacher training and the delivery of staff development based on adult learning strategies
- Experience in evaluation and analysis of testing data
- Ability to present information in an interesting and relevant manner
- Knowledgeable of the needs of various special populations
- Evidence of flexible thinking and willingness to accept new ideas and constructive criticism
- Demonstrated skills in the following: organization, leadership, communication, problem solving, facilitation, collaboration, research, and team building
- Experience serving on campus, department and District committees

### **Competency Statement(s)**

- Personal characteristics, which promote collaboration and team building: student-centered, patient, supportive, compassionate, enthusiastic, flexible, positive attitude, generous, hardworking.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

### **SKILLS & ABILITIES Education:**

- Bachelor's degree and/or Master's degree from an accredited college/university in field of study (i.e. Mathematics or English/Reading)
- Current Texas Teaching Certification in Mathematics or English/Reading

**Experience:** Minimum of five years of successful teaching experience at the elementary or secondary level.

**Computer Skills**

Knowledge and skill in the use of technology as an instructional tool and the use of internet as a resource

**MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS**

Ability to lift and carry moderate weight (15-44 pounds), sit, stand , walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the district, and possess visual acuity. May experience prolonged and irregular work hours and work with frequent interruptions.

**WORK ENVIRONMENT**

Office environment in a controlled atmosphere building.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.