



Instructional Coach (Title Programs) Job Description

Job Title: Instructional Coach (Title Programs)

Reports to: Principal

Dept/School: Assigned Campus

Primary Purpose:

Assist teachers and empower them to utilize their skills and abilities to maximize their teacher effectiveness. This will be done through demonstration lessons, observation of teachers, reflective sessions, professional development and other methods to increase teacher effectiveness and leadership that leads to student growth and achievement.

Funded by Title 1, with the primary purpose of supporting grant activities aimed at improving academic achievement for students struggling to meet the state standards.

Qualifications:

Education/Certification:

Bachelor's Degree from Accredited College or University

Valid Texas Teaching Certificate

Master's degree in Curriculum and Instruction or Educational Leadership preferred

Special Knowledge/Skills:

Proficient understanding of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to assess teaching practices and provide information in a way that is strength based

Ability to model teach in a wide range of grade levels and subject areas

Ability to provide professional development training individually, in small and large groups

Strong evaluate and assessment skills of staff and student data

Strong communication, public relations, and interpersonal skills

Calm and patient demeanor with staff, students and others

Experience:

At least three years of successful elementary teaching experience as demonstrated by data.

Major Responsibilities and Duties:

1. Identify needs, develop programs and provide staff development to increase teacher effectiveness (in small and large groups).
2. Participate in staff development activities to improve job-related skills.
3. Attend professional development meetings and trainings.
4. Model instructional strategies and lessons from district curriculum.
5. Create detailed coaching plans with focused goals and measures of success.



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6. Assist principals in monitoring classroom instruction, data analysis and implementation of program/curriculum in order to evaluate instructional program effectiveness.
7. Collaborate with instructional staff in evaluating and selecting instructional materials to meet student learning needs.
8. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
9. Develop teacher's capacity to collect and analyze multiple sources of data to improve student learning.
10. Monitor progress of identified at-risk students.
11. Track student and teacher progress to assess the effectiveness of teacher coaching.
12. Effectively collaborate with and serve as liaison between assigned campus and the Curriculum, Instruction, & Assessment Department regarding student assessment, improvement planning, and curriculum and instruction.
13. Participate in campus planning activities as appropriate.
14. Work with identified at-risk students and provide focused instruction to increase student learning and academic performance
15. Maintain a professional relationship with colleagues, students, parents, and community members.
16. Establish and maintain open and professional communication with parents, students, teachers, and principals.
17. Assist in planning, implementation, and evaluation of instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
18. Continue technology training.
19. Complies with district policies, as well as state and federal laws and regulations.
20. Adheres to the district's safety policies and procedures.
21. Maintains confidentiality in the conduct of district business.
22. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting).
23. Demonstrate regular and prompt attendance.
24. Assist in securing consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
25. Review and analyze data, including student achievement data, to examine instructional program effectiveness.



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- 26. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
- 27. Provide instruction at the campus level to improve identified areas of need; including model teaching and one-on-one instruction with students.
- 28. Facilitate and provide assistance with the alignment of campus and district curriculum.
- 29. Assist with the alignment and development of assigned PK-12 curriculum based upon continuing systematic review and analysis.
- 30. Support teachers achievement of goals by using coaching strategies to implement instructional practices (such as, co-planning, modeling, co-teaching, lesson development, observing, etc.)
- 31. Other duties as assigned.

Working Conditions:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible. Occasional district-wide travel. Occasional statewide travel; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Approved by: _____ Date: _____
Reviewed by: _____ Date: _____