



Job Title: Instructional Coach Title I (ELAR/Math)

Exemption Status: Exempt

Reports to: Campus Principal

Date Revised: December 2021

Dept./School: Assigned Campus

Pay Grade: 104

Primary Purpose:

Provide focused instructional assistance in implementing their school design plans. The Coach will provide high-quality professional development and direct support to teachers in core areas, as well as in interdisciplinary and project-based instruction.

Qualifications:

Education/Certification:

- Bachelor's Degree in education or a subject-related field
- Valid Texas Teaching Certificate at the grade level
- Master's Degree preferred
- ESL Supplemental or Bilingual Supplemental preferred

Experience:

- Minimum of five (5) years of teaching experience

Special Knowledge/Skills/Abilities:

- Ability to deliver high-quality professional development for adult learners
- Knowledge of effective instructional coaching practices that build the capacity of teachers and improve student performance
- Knowledge of explicit instruction and the ability to model lessons aligned with the gradual release of responsibility
- Knowledge of creating, maintaining, and implementing a Maker Space lab
- Ability to lead collaborative planning with teachers
- Knowledge of Data-Driven Instruction and ability to lead data meetings according to the See it, Name it, and Do it, model
- Ability to analyze common assessment data and lead collaborative conversations to design ongoing student interventions and support
- Knowledge of current educational research in the use of technology to enhance instruction, learning styles, alignment of standards with learning activities, instructional strategies, and student engagement
- Ability to communicate clearly through both oral and written correspondence.
- Knowledge of various technology-based applications (Google, Canvas, Microsoft Office, and other digital tools)

Major Responsibilities and Duties:

Support

1. Mentor and coach classroom teachers in the planning and implementation of interdisciplinary instruction and the project-based learning model, providing effective instruction as needed.
2. Provide quality staff development in interdisciplinary instruction, project-based learning, or other research and strategies supporting the new school design.

3. Collaborate with campus administrators and District support to assist with the planning and implementation of interdisciplinary instruction and project-based learning.
4. Provide technical assistance to administrators regarding the planning and implementation of interdisciplinary instruction and project-based learning, including the review of supplementary resources and tools.
5. Keep immediate supervisors (Principal and Assistant Principal) informed of all facets of the instructional program.
6. Develop and deliver quality professional development for teachers.
7. Coordinate the development and maintenance of labs.
8. Coach or advise robotics or other co-curricular activities as assigned.
9. Attend staff development and conferences as needed.
10. Assist with Professional Learning Communities (i.e., Data meetings, planning, and assessment analysis).

Other

11. Compile, maintain, and file all required reports, records, and other documents.
12. Comply with federal and state law policies, State Board of Education rules, and local board policy.
13. Perform all duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computers and devices with peripherals, technologies for the adult and student classroom

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district-wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____