Job Title: Coordinator Secondary Teacher Development Title II **Exemption Status: Exempt**

Reports to: Executive Director Teaching and Learning **Date Revised:** June 2026

Dept./School: Teaching & Learning Development **Pay Grade:** 107

Primary Purpose:
Support the design, planning, coordination, implementation, and evaluation of a sustainable, high-quality district-wide professional learning system aligned with district instructional priorities. Translate instructional goals into actionable professional development experiences that improve teaching practices and student achievement, while coordinating systems for training, credentialing, mentoring, induction, implementation, and follow-through to ensure accountability and measurable classroom impact. Provide leadership for educator professional development, manage professional learning systems and platforms, support instructional leadership at Priority Campuses, and supervise assigned Teacher Development Specialists to ensure effective implementation and continuous improvement of teaching and learning practices.

Qualifications

Education/Certification:

- Master's degree in education or a subject-related field
- Valid Texas Teacher Certification

Experience:

- Minimum of three (3) years of successful teaching experience
- Experience in the development and delivery of high-quality professional development
- Experience supporting campus or district instructional initiatives preferred

Special Knowledge/Skills/Abilities:

- Knowledge of curriculum, instruction, assessment, instructional best practices, and adult learning principles, including the design, delivery, and evaluation of effective professional development programs.
- Knowledge of Title II federal program requirements, compliance standards, and program evaluation processes.
- Ability to plan, facilitate, and evaluate targeted professional learning for teachers, Instructional Support Teachers, and instructional leaders.
- Ability to coach, mentor, and support educators and campus leaders, particularly in high-need and priority campus settings.
- Ability to analyze instructional, professional learning, and student performance data to inform decision-making, improve teaching practices, and measure program effectiveness.
- Strong organizational, project management, and time management skills, with the ability to manage multiple initiatives, timelines, and competing priorities.
- Strong communication, collaboration, and interpersonal skills, with the ability to build trust, foster productive relationships, and work effectively across departments and campuses.
- Ability to coordinate and monitor implementation of district initiatives, ensuring accountability, consistency, and continuous improvement.

Major Responsibilities and Duties:

Program Management & Professional Learning

1. Coordinate, implement, and monitor a comprehensive district professional learning program aligned with Title II requirements, district initiatives, instructional priorities, and educator needs.
2. Design, facilitate, and evaluate high-quality professional learning experiences for teachers, instructional coaches, administrators, and campus leadership teams.
3. Collaborate with curriculum, instruction, assessment, and campus leadership teams to ensure professional learning aligns with district goals, campus improvement plans, and student achievement needs.
4. Analyze professional learning, educator performance, implementation, and student achievement data to assess effectiveness and recommend continuous improvement strategies.
5. Prepare reports, implementation plans, presentations, and other documentation related to professional learning initiatives and outcomes.
6. Coordinate the planning and execution of district-wide professional development events and learning opportunities.

Instructional Support Teacher (IST) Development

7. Plan, coordinate, and deliver targeted professional development that strengthens instructional coaches' capacity in instructional coaching, data analysis, intervention support, and instructional leadership.
8. Monitor IST professional learning participation, implementation, and effectiveness, providing ongoing coaching, support, and feedback.
9. Partner with campus and district leaders to ensure IST development is responsive to campus and student needs.

Priority Campus Support

10. Support Priority Campuses through targeted professional development, coaching, mentoring, and systems-level guidance designed to improve instructional effectiveness and student outcomes.
11. Collaborate with principals, instructional leadership teams, and district leaders to build sustainable capacity for continuous school improvement.
12. Analyze campus data to identify professional learning needs and develop responsive support plans.

Teacher Mentoring & Induction

13. Lead and oversee the district teacher mentoring and induction program.
14. Coordinate mentor selection, training, support, and program implementation.
15. Develop resources, structures, and learning experiences to support new and early-career teachers.
16. Monitor program effectiveness and adjust supports based on data, feedback, and district priorities.

Edugence & Systems Management

17. Serve as the district lead for the Edugence professional learning platform.
18. Manage platform implementation, configuration, optimization, training, and user support.
19. Maintain professional development tracking systems, participation records, credentialing processes, accountability measures, and reporting structures.
20. Utilize system data to evaluate participation, implementation, impact, and alignment with district goals.
21. Maintain documentation and reporting systems that promote transparency, compliance, and accountability.

Collaboration, Coaching & Continuous Improvement

22. Provide instructional coaching, mentoring, and professional support to teachers, campus leaders, and district staff.
23. Facilitate collaborative learning communities, professional learning networks, and cross-functional partnerships that support instructional improvement initiatives.
24. Participate in instructional walks and assist in collecting, analyzing, and communicating implementation data and feedback.
25. Communicate professional learning plans, expectations, timelines, and outcomes clearly to stakeholders.
26. Remain current on instructional best practices, professional learning research, and emerging educational trends.

Personnel Supervision

27. Supervise, coach, support, and evaluate assigned Teacher Development Specialists to ensure effective implementation of departmental goals and initiatives.
28. Collaborate with district leadership to coordinate Specialist assignments, priorities, professional growth, and performance expectations.

Compliance & Administrative Responsibilities

29. Ensure compliance with federal, state, and local policies, including Title II requirements, reporting, documentation, and program evaluation.
30. Support budget monitoring, resource allocation, and operational processes related to professional learning initiatives.
31. Perform all other duties as assigned.

Supervisory Responsibilities:
Directly supervises assigned Teacher Development Specialists. May also coordinate and support mentors, facilitators, and professional learning providers.

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals
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: Work irregular hours; occasional prolonged hours
Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

---

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 _____