Job Title: Principal Coach Hourly Pool Retiree Rehire **Exemption Status:** Non-Exempt

Reports to: Executive Director of Leadership **Date Revised:** October 2026

Dept. /School: Areas **Pay Grade:** PTHRLY

Primary Purpose:
Provides guidance, coaching, and professional support to campus principals to strengthen instructional leadership, improve campus performance, and support student achievement. The role focuses on developing leadership capacity, providing feedback on campus improvement strategies, analyzing performance data, and supporting the implementation of district initiatives and best practices. Collaborates with district leadership and campus administrators to identify growth areas, monitor progress toward established goals, and promote continuous improvement in school leadership and instructional outcomes.

Qualifications:

Education/Certification:

- Master's degree in education administration or related field
- Texas Principal Certification
- Texas Superintendent Certification preferred

Experience:

- Minimum of five (5) years of experience supervising principals and developing school leaders for academic turnaround and school improvement with proven effectiveness

Special Knowledge/Skills:

- Deep understanding of curriculum, instruction, and assessment systems
- Expertise in data-driven decision-making and performance management
- Strong knowledge of state and federal education law and board policy
- Exceptional communication, negotiation, and interpersonal skills

Major Responsibilities and Duties:

1. Coach and mentor campus principals to strengthen leadership effectiveness, decision-making, and campus management practices.
2. Help principals develop, implement, and monitor campus improvement plans aligned with district goals and student achievement objectives.
3. Review campus performance data, student achievement results, and instructional indicators to identify strengths, areas for improvement, and growth opportunities.
4. Guide principals in monitoring instructional practices, conducting classroom observations, providing meaningful feedback, and supporting effective teaching strategies.
5. Collaborate with principals to establish measurable goals, monitor progress, evaluate outcomes, and implement corrective actions as needed.
6. Identify leadership development needs and provide individualized coaching, resources, and professional learning opportunities to enhance campus leadership capacity.
7. Share research-based strategies and effective practices for improving school culture, student engagement, instructional quality, and overall campus performance.
8. Work with district administrators and relevant departments to support district initiatives, communicate campus needs, and align leadership practices with district priorities.

9. Document coaching activities, recommendations, progress toward established goals, and outcomes while maintaining appropriate confidentiality and providing updates to designated district leadership.
10. Perform all other duties as assigned.

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment, including a personal computer/laptop
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: Occasional, prolonged, and irregular hours
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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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 _____