

Job Description

Secondary Instructional Coach

Job Title: Secondary Instructional Coach
Reports to: Executive Director of C&I
Dept./School: Curriculum and Instruction

Exemption Status/Test: Exempt/Administrative
Date Revised: April 1, 2026

Primary Purpose:

1. Provide coaching and support to classroom teachers to ensure continuous development of instructional skills. Conduct observation feedback on the performance of assigned classroom teachers. Ensure instruction and assessments align with the curriculum and state standards. Review and procure instructional materials. Analyze and desegregate data in order to support teachers with targeted instruction. Support implementation of LASO 4 grant assurances. Participate in school improvement efforts.

Qualifications:

Education/Certification:

- Master's degree from accredited university, preferred
- Valid Texas teaching certification

Special Knowledge/Skills:

- Knowledge of curriculum design and implementation
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to develop and deliver training to adult learners
- Strong organization, communication, and interpersonal skills

Experience:

5+ years of classroom experience; preferred

Major Responsibilities and Duties:

Staff Development

1. Collaborate with classroom teachers to establish realistic and measurable objectives related to both the teacher's individual and professional development and student learning.
2. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving.
3. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classrooms.
4. Evaluate teacher effectiveness in accordance with established district programs, practices and goals.
5. Plan and provide appropriate staff development for teachers, administrators, and staff.



Instructional and Program Management

1. Work with teachers and other team members to analyze and interpret data and use findings to develop and apply instructional strategies.
2. Develop and implement curricular and/or behavioral support materials as needed.
3. Dissemination of information regarding current research and significant developments on the state and national levels in area(s) assigned.

Other

1. Follow district safety protocols and emergency procedures.
2. Compile, maintain and file all reports, records, and other documents required.
3. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals.

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

Motion: Repetitive hand motions, frequent keyboarding and use of mouse, occasionally reaching

Lifting: Frequent light lifting and carrying (under 15 pounds)

Environment: Work inside; may require frequent district wide travel and some statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress, ability to communicate, verbally and/or written, interpret policy, maintain a clear focus on customer service

Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made, if necessary.

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

Supervisor: _____ Date _____

Employee: _____ Date _____

