AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF PART TIME SPECIALIST INSTRUCTIONAL COACHING**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**P/T PRF 4**	DUTY DAYS:		DATE REVISED:	**10/01/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university in a directly related field is required. A valid Texas teaching certification is preferred. A minimum of three (3) years of successful experience in education is required. This position requires knowledge in Texas Essential Knowledge and Skills foundational curriculum areas of Math, Language Arts, Social Studies and Science. Experience collaborating with campus leadership, instructional coaches, and teachers, in a leadership role, is required. Experience in evaluation and analysis of assessment and accountability data, development and delivery of professional learning, and coaching experience is required. A Bilingual/Spanish speaker is preferred.

SKILL REQUIREMENTS:

This position requires a seasoned educational leader with deep expertise in the Texas Essential Knowledge and Skills (TEKS) and a strong background in curriculum and instructional design. The ideal candidate possesses a proven foundation in instructional best practices, behavior management, and adaptive teaching strategies tailored to students with diverse needs, all grounded in child, adolescent, and adult development theories. Essential to this role is the ability to leverage student data systems and progress monitoring tools to guide instructional support, as well as design and facilitate research-based professional learning that effectively coaches adult learners toward higher student achievement. Additionally, the role demands strong leadership to direct initiatives and foster collaborative relationships with campus staff, leaders, and district administration while navigating relevant state, local, and federal education laws. Candidates must demonstrate exceptional written and verbal English communication across various media, outstanding organizational and time-management skills, and the capacity to evaluate performance through constructive feedback in a team-oriented environment. Proficiency in Google Suite is preferred.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for working directly with various campus instructional coaches to evaluate campus implementation of the District instructional framework and support instructional coaching, and also collaborating with the Office of Academics, campus principals and assistant principals.. This position is responsible for analyzing data collected through teaching and learning observations and assessments and providing both prompt reflection/support and feedback to campus personnel. This position will provide coaching support and guidance for campus-based professional learning communities (PLCs) to provide responsive professional learning and support for campuses; support instructional practice and classroom management techniques for teachers; collaborate with staff to develop effective individual student intervention strategies; analysis and evaluation of data; monitor the effectiveness of campus support efforts and outcomes; and coordinate support across campuses, vertical teams, and the District.

ESSENTIAL FUNCTIONS:

Coaching & Professional Learning

- Support ongoing growth and development of AISD instructional coaches and teachers through designing and delivering professional learning and ongoing coaching.
- Design and deliver research-based professional learning in a variety of formats that include effective instructional practices, are based on data, and aligned with campus and department needs.

- Develop training materials to support job-embedded professional learning.
- Provide implementation support, coaching follow up, and regular feedback aligned with the District's instructional practice expectations that increases instructional coach and teacher effectiveness and improves campus and District performance.
- Support campuses with the creation of systems to check for understanding, collect, analyze, and reflect on data to identify critical needs and work collaboratively and make real-time adjustments to instruction.
- Collaborate with campus grade-level teams and PLCs on systems and structures that promote student mastery, and in alignment with the District PLC guidance and resources.

Curriculum Delivery & Instructional Support

- Support the delivery of rigorous and aligned curriculum including model lessons, interventions, extensions, and formative assessments that support student mastery and ownership of learning and differentiated instruction.
- Assist in the coordination of a multi-tiered system of supports to ensure equitable access to address the needs of all students.
- Support the ongoing collaboration around refining district-adopted and internally created resources to provide relevant and timely strategies to teachers, coaches, and administrators in collaboration with the Offices of Academics and School Leadership, and other district departments.
- Collaborate with the Office of School Leadership to establish and implement campus site visits in order to gather instructional data.
- Strengthen and deepen content knowledge, instructional practice, and coaching skills on an ongoing basis.

Data Analysis

- Understand assessment and accountability implications as well as state, local, and federal laws.
- Analyze campus observation and feedback data in order to identify patterns where instructional support, professional learning, and coaching are needed.
- Review and analyze disaggregated data to assist development of response plans and interventions.
- Assist campuses in analyzing data in order to establish goal setting for students in a proactive manner using student information systems to inform tiered interventions for students.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

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; occasional reaching

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

Environment: Work inside; may require travel to campuses.

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

PERSONAL WORK RELATIONSHIPS

This position reports directly and will be evaluated by the appropriate district supervisor. . Incumbent will have contact with campus/District administrators, staff, teachers, students, families, and community support staff

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	