

# CLEVELAND INDEPENDENT SCHOOL DISTRICT

## *Job Description*

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

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| <b>TITLE:</b>      | Instructional Coach | <b>STATUS:</b>    | Exempt            |
| <b>REPORTS TO:</b> | Campus Principal    | <b>TERMS:</b>     | 191 Days          |
| <b>DEPARTMENT:</b> | Assigned Campus     | <b>PAY GRADE:</b> | Teacher Pay Scale |

### PRIMARY FUNCTION

Provides coaching and support to classroom teachers to ensure the continuous development of instructional skills among assigned teachers. Evaluate the performance of assigned classroom teachers.

### QUALIFICATIONS

Education/Certification:

Master's degree from accredited university preferred

Valid Texas teaching certificate and level for assigned campus

### Special Knowledge/Skills:

Knowledge of curriculum design and implementation

Ability to interpret data and evaluate instruction programs and teaching effectiveness

Ability to develop and deliver training to adult learners

Strong organizational, communication, and interpersonal skills

### Experience:

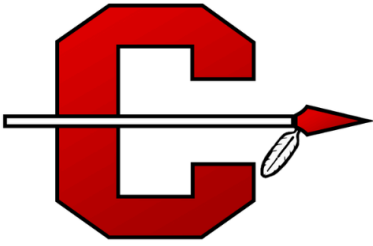
3 years teaching experience in subject area assigned preferred

### EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

### ESSENTIAL JOB FUNCTIONS:

1. Work collaboratively with assigned classroom teachers to establish realistic and measurable objectives related to both the teacher's individual 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 the classroom.
4. Evaluate teacher effectiveness in accordance with established district programs.
5. Plan and provide appropriate staff development for teachers, administrators, and staff.
6. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.
7. Develop curricular or behavioral support materials as needed.



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8. Disseminate information regarding current research and significant developments on the state and national levels in the area assigned.
9. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
10. Develop needed professional skills appropriate to job performance.
11. Maintain confidentiality.
12. Reliable attendance and punctuality.
13. Follow district safety protocols and emergency procedures.
14. Participate in staff development activities to improve job-related skills.
15. Attend and participate in staff meetings and serve on staff committees as required.
16. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
17. Perform other duties as assigned by supervisor and the Superintendent of Schools.

### **WORK ENVIRONMENT**

#### **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; occasional reaching

**Lifting** - Occasional light lifting and carrying (less than 25 pounds)

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

**Environment** - Indoors including but not limited to: classroom, cafeteria, library, or other campus location. Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Employee Signature

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Date