



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Campus Curriculum Coach

Salary Block: Teacher Salary Schedule

Reports To: Instructional Services

Wage/Hour Status: Exempt

Terms of Employment: 207

Minimum Qualifications:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements or required training for level assigned
- Three (3) years teaching experience, preferred
- Demonstrated competency in the level assigned

Special Knowledge/Skills:

- Knowledge and highly qualified in level assigned
- Knowledge of characteristics and learning needs of special populations
- General knowledge of curriculum and instruction
- Ability to instruct students
- Ability to instruct, model and mentor instructional staff
- Strong organizational, communication, and interpersonal skills
- Proficient in use of technology
- Data disaggregation skills
- Presentation skills

Primary Purpose:

Provide teachers with research based teaching activities and experiences in traditional and virtual classroom environments and in the core academic subject areas. Model, coach and mentor all teaching staff. Coordinate and provide staff development within the school and work with the Principal and the Campus Improvement Team in this area. Provide teachers with appropriate learning activities and experiences in the core academic area assigned to enhance classroom instruction.

Major Responsibilities and Duties:

Instructional Strategies

1. Assist others in the development and implementation of lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required.
2. Prepare and model lessons that reflect accommodations for differences in student learning styles.
3. Assist others to present subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations.
4. Plan and use appropriate instructional and learning strategies and assist in the planning of strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students in coordination with campus and district resources.
5. Conduct assessment of student learning styles and use results to plan instructional activities that will benefit the instructional staff.
6. Develop and provide staff development in a variety of instructional areas.
7. Attends training sessions provided by the Instructional Services Department to support instruction for students and teachers.

8. Assist teachers with the disaggregation and use of campus/student assessment data, and prepare campus data reports.
9. Assists the Instructional Services Department in creating, implementing, and facilitating the operation of programs or initiatives beneficial to student achievement.
10. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
11. Provide feedback on classroom teaching and staff development as they impacted teachers to improve their skills.
12. Use technology to strengthen the teaching/learning process.

Assist Teachers in Student Growth and Development

13. Assists in the development of a needs assessment for at-risk students.
14. Conduct ongoing assessment of student achievement through formal and informal testing and observation.
15. Assists in maintaining auditable information concerning each student identified.
16. Monitors student performance on a nine-week basis for at-risk students.
17. Assists in identifying students in at-risk situations in accordance with the criteria specified by the state and that these efforts are continual.

Classroom Management and Organization

18. Mentor teachers to create a classroom environment conducive to learning and appropriate for the physical, social, and emotional developments of students.
19. Assist teachers to take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
20. Support teachers in selection of books, equipment, and other instructional materials.

Communication

21. Establish and maintain open communication with Principals, Teachers and Instructional Services.
22. Maintain a professional relationship with colleagues, students, parents, and community members.
23. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

24. Participate in staff development activities to improve job-related skills as required by the District and campus.
25. Keep informed of and provide information regarding state, district, and school regulations and policies for classroom teachers.
26. Attend and participate in faculty meetings for the improvement of instruction and serve on staff committees as required.

Other

27. Performs duties in a professional, ethical and responsible manner.
28. Maintains a professional level of confidentiality concerning personnel and students.
29. Upholds and adheres to safety rules and policies of the CISD safety program.
30. Supports the goals and objectives of the school district and follows all district policies.
31. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
32. Regular and reliable attendance is an essential job function, unless otherwise instructed to work from home by supervisor.
33. Performs any other duties as assigned by the appropriate supervisor.

Distance Learning and Virtual Instruction Duties and Responsibilities:

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as may be directed by the Superintendent.

34. Develop and implement lesson plans and activities through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lesson plans in instructional formats that accommodate differences in individual student needs.
35. Plan and use instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by the Texas Education Agency.
36. Be available by phone, email, and/or video conferencing during regular business hour to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities.
37. Communicate with students or parents as instructed by campus administration.
38. Provide ongoing feedback of student achievement through formal and informal methods.
39. Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing.
Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Mental Demands/Physical Demands/Environmental Factors in Distance Learning Environment:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation:

Job performance will be evaluated annually as per District policies and procedures.

Print Name

Employee Signature

Date