



# Crandall Independent School District

## Job Description

<b>Job Title:</b>	<b>Campus Instructional Coach</b>	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Chief Academic Officer	<b>Date Revised:</b>	June 20, 2024
<b>Dept./School:</b>	Assigned Campus	<b>Funding Source</b>	Title 1

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### Primary Purpose:

The Campus Instructional Coach will work directly with campus administrators and the Curriculum and Instruction Department to help develop teacher capacity in both content and instructional pedagogy. They will be responsible for bringing evidence-based practices into the classrooms by working with and supporting teachers in the areas of student engagement, instructional planning, and delivery of effective instruction to improve student achievement. The Campus Instructional Coach will share their instructional knowledge, model, co-teach, provide actionable feedback, and create coaching plans to accelerate the effectiveness of teachers. The Campus Instructional Coach and teacher relationship should result in acquisition of knowledge, abilities, and confidence to enhance overall teacher performance in the area of planning, instruction, and content knowledge. Group professional learning would address tier 1 instructional gaps identified through learning walks, assessment data, PLC observations, and coaching. The campus principals will conduct evaluations.

### Qualifications:

**Education/Certification:**

Texas Teacher Certification

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Strong organizational, communication, and interpersonal skills

**Experience:**

A minimum of five (5) years of teaching experience, required

A minimum of two (2) non-classroom years of experience coaching, preferred

### Major Responsibilities and Duties:

**Curriculum, Instruction, and Assessment**

1. Keeps current in the areas of curriculum development and current research, teaching methodology, assessment, and educational technology.
2. Collaborate with administrators to ensure success for teacher instructional and pedagogical growth.
3. Prioritize and successfully manage weekly coaching calendar for assigned campus.
4. Provide regular reports and work logs to the campus administrator and Curriculum and Instruction Department.
5. Build trusting relationships with campus teachers and maintain confidentiality.
6. Recognizes the developmental stages of students and supports teachers' appropriate instruction of these students.
7. Supports alignment between instructional materials, district curriculum, and state standards.
8. Role models for, and mentor teachers in the development of teaching exemplary lessons using a variety of teaching strategies.
9. Models proficiency, shares expertise, and empowers teachers with validating and affirming feedback that evokes confidence and resilience.
10. Guide teachers to use student-learning data for planning and differentiation of instruction.
11. Provides instruction and support in the use of formative assessments to support differentiated or tiered instruction.
12. Plan and use appropriate instructional strategies, activities, and materials that reflect
  - a. Understanding of the learning styles in accordance with guidelines established by the Texas Educational Agency, board policies, and administrative regulations.
13. Be a positive role model for teachers and students; support the mission of the school district.

**Professional Development**

- 14. Enhances teachers’ content knowledge and effective use of instructional strategies (i.e., in-services, workshops, classes, modeling instruction).
- 15. Participates in ongoing training and projects related to job responsibilities, including departmental staff meetings and professional learning opportunities.

**Professionalism**

- 16. Builds and fosters trusted relationships with colleagues and administration based on professional respect and authenticity of liaison.
- 17. Maintains a positive and safe learning environment for teachers.
- 18. Acts in accordance with federal and state laws.
- 19. Maintain confidentiality.
- 20. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged sitting, frequent standing, kneeling/squatting, bending/stooping, pushing/pulling and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

**Environment:** Work inside, may work outside

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

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The document describe 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.

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Print Name

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Signature

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Date