



Crandall Independent School District

Job Description

Job Title:	Secondary Instructional Coach	Wage/Hour Status:	Exempt
Reports To:	Chief Academic Officer	Date Revised:	January 2026
Dept./School:	Assigned Campus	Funding Source	Pending

Primary Purpose

The Campus Instructional Specialist 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. They will share their instructional knowledge, model, co-teach, provide actionable feedback, and create coaching plans to accelerate the effectiveness of teachers. The Campus Instructional Specialist 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:

Ability to organize and coordinate campus wide instructional programs

Ability to interpret data

Knowledge of curriculum and instruction

Knowledge of the learning styles in accordance with guidelines established by the Texas Educational Agency,

Knowledge of strategies for at-risk learners

Knowledge of best practices, student support systems (SEL), and data-driven instruction.

Strong organizational, communication, and interpersonal skills

Experience:

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

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

Major Responsibilities and Duties:

Curriculum, Instruction, and Assessment

1. Keep 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. Recognize the developmental stages of students and supports teachers' appropriate instruction of these students.
7. Support alignment between instructional materials, district curriculum, and state standards.

8. Serve as a role model and mentor to teachers in developing exemplary lessons using a variety of instructional strategies.
9. Model 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. Provide 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
13. Be a positive role model for teachers and students; support the mission of the school district.
14. Have and be able to share basic knowledge and understanding of secondary grading policies and procedures.
15. Support teachers in designing instruction that is inclusive, culturally responsive, and accessible to all learners.
16. Implement coaching cycles that include goal setting, observation, feedback, reflection, and follow-up support.

Professional Development

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

Professionalism

19. Builds and fosters trusted relationships with colleagues and administration based on professional respect and authenticity of liaison.
20. Maintains a positive and safe learning environment for teachers.
21. Acts in accordance with federal and state laws.
22. Maintain confidentiality.
23. 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

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.

Print Name

Signature

Date