



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Instructional Coach – Elem / Middle School

Wage/Hour Status: Exempt

Reports to: Campus Principal

Pay Grade: Educational Professional, 197 Days

Dept./School: Assigned Campus

Date Revised: August 2025

Primary Purpose:

Provide 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:

Minimum Education/Certification:

Master's degree from accredited university, preferred
Valid Texas teaching certificate

Special Knowledge/Skills:

Knowledge of curriculum design and implementation
Ability to interpret data and evaluate instructional 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

Major Responsibilities and Duties:

Staff Development

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 classroom;
4. Evaluate teacher effectiveness in accordance with established district programs.
5. Plan and provide appropriate staff development for teachers, administrators, and staff.

Instructional and Program Management

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.
8. Disseminate information regarding current research and significant developments on the state and national levels in area assigned

Other

9. Compile, maintain, and file all reports, records, and other documents required.
10. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
11. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Working Conditions:

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 15 pounds)

Environment: Work inside; frequent districtwide travel; occasional statewide travel

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

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes 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. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #