

INSTRUCTIONAL COACH, ELEMENTARY SCHOOL

Rev. Jun 2022

Job No.: T121

Reports to: Campus Principal

Dept./Campus: Assigned Campus

FLSA Status: Exempt

Pay Grade: Teacher Salary

Term: 202 Days

PRIMARY PURPOSE:

To work collaboratively with the campus principal and District Staff to support instructional staffs in continuously improving teaching and learning. **This position may be contingent upon funding in whole or in part through state or federal grants.**

MAJOR RESPONSIBILITIES AND DUTIES

- Establish positive and supportive relationships with teachers and administrators.
- Collaborate with principal and school leadership/improvement teams.
- Provide support for new and experienced teachers through coaching cycles, facilitating, professional learning, and mentoring. Serve as campus Lead Mentor for new teachers.
- Observe, co-teach, model, and provide judgment-free feedback on effective instructional practices.
- Support district-wide efforts including guaranteed and viable curriculum, assessment development, high-quality instructional practices, effective use of data, and the advancement of collaborative teams for a highly functioning Professional Learning Community.
- Assist in development, implementation, and follow-up support of campus and district-level professional learning.
- Facilitate learning and coaching in digital learning practices, formative assessment, ELL strategies, differentiation, classroom management, engagement, and culturally responsive teaching.
- Build teacher capacity to engage students in innovative learning experiences that best align research-based instructional strategies and appropriate digital tools and resources to the intended level of thinking within the content.
- Collaborate with teams of teachers to support lesson planning and to facilitate the use of student work and performance data to make informed instructional decisions based on the district's curriculum.
- Support teachers in implementing Continuous Improvement philosophy and tools to support and improve classroom systems, instruction, and student learning.
- Participate as a collaborative member of the Teaching and Learning team, identifying areas of improvement, learning together, sharing new ideas, and building capacity for strong instructional leaders throughout the district.
- Attend regular training and collaborative meetings at the district level.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

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SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate appropriate to subject and grade level assigned.
- Minimum three years of successful teaching experience required, five or more years preferred.

Knowledge/Skills/Abilities:

- Knowledge of curriculum implementation including technology integration; effective staff development practices; continuous improvement; and effective instructional strategies and research-based best practices.
- Skill in planning; organization; and written and interpersonal communication.
- Ability to actively pursue ongoing professional growth; reflect on own practice and take effective action towards continuous improvement; and structure own time and manage multiple priorities.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Maintain composure and professionalism at all times.