



INSTRUCTIONAL COACH, MULTILINGUAL, ELEMENTARY SCHOOL

Rev. Feb 2025

Job No.: T927

Reports to: Director, Global Languages & Cultures

Dept./Campus: Global Languages & Cultures

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 staff in continuously improving teaching and learning. For multilingual learners. To assist in designing, planning, and executing high-quality professional learning experiences that build capacity of instructional staff, to support multilingual learners, EC-5. **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, and Teaching and Learning 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 to support emergent bilingual students/multilingual learners.
- Support the development and implementation of a comprehensive guaranteed and viable professional learning framework supporting multilingual learners EC-5 through Professional Learning Communities/Collaborative Teams.
- Facilitate learning and coaching in digital learning practices, formative assessment, Emergent Bilingual/Multilingual strategies, differentiation, classroom management, engagement, and culturally responsive teaching.
- Build teacher capacity to engage multilingual students in innovative learning experiences that best align research-based instructional strategies and appropriate digital tools and resources to support second language acquisition through content.
- Coordinate, champion, and continuously improve systems to build instructional capacity as it pertains to multilingual learners.
- Develop and implement learning projects as assigned.
- Present multilingual learning strategies and support at various campuses and district.
- Participate as a collaborative member of the Teaching and Learning team, identify areas of improvement, learning together, sharing new ideas, and building capacity for strong instructional leaders throughout the district.
- Research and implement learning pathways for instructional staff to support multilingual learners.
- 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.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate commensurate with EC-5 certification(s); English as a Second Language endorsement required.
- Minimum three years of successful teaching experience required, multilingual instructional setting preferred; 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 to support multilingual learners.
- 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.
- Knowledge of second language acquisition.
- Knowledge of best practices to support multilingual learners.

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 workday.
- 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.