



Job Description Montgomery Independent School District

Job Title: Instructional Coach

Exemption Status/Test: Exempt

Reports to: Curriculum Director & Campus Principal

Date Revised: November 2023

Dept./School: Teaching and Learning

Salary: Teacher Hiring Schedule – 197 Days

Primary Purpose:

An Instructional Coach is expected to present a positive, proactive, and professional approach to the school(s) in which he/she works. The Instructional Coach will help support an environment with a focus on the continuous development of instructional skills conducive to effective teaching and learning. The coach will establish a rapport and maintain constructive interaction with teachers, teams, and administrators while supporting campus and district initiatives.

Qualifications:

Education/Certification:

- Valid Texas teaching certificate required
- Bachelor's degree in education or related field required
- Master's degree preferred

Special Knowledge/Skills:

- General knowledge of elementary curriculum design and implementation
- Specific knowledge of assigned content area(s) and state assessments
- Specific knowledge of assessment and lesson design
- Ability to interpret data and evaluate instruction programs and teaching effectiveness
- Ability to develop and deliver training to adult learners
- Strong organizational, public relations, and interpersonal skills
- General knowledge of serving special populations of learners
- Demonstrate organizational and technology skills
- Effective oral and written communication skills

Experience:

- At least five years of successful teaching experience
- Experience in development, preparation, and presentation of professional development preferred
- Reading Academy certificate preferred
- GT Training preferred
- ESL certification preferred

Major Responsibilities and Duties:

Instructional Management:

1. Serve as a content specialist to assist in the development and implementation of campus instructional plans that align to district goals and curriculum.
2. Work with district leaders and campus administration to design and provide professional development focused on improving alignment and delivery of the written, taught, and tested curriculum to increase student success and close performance gaps. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving.
3. Work with campus administration and teachers to analyze and interpret student data, diagnose instructional needs, and use findings to develop and apply instructional strategies.
4. Provide job-embedded professional development for teachers through modeling engaging, standards-based teaching as needed.
5. Collaborate with district leaders, campus administration, and teachers to review and develop aligned curriculum components including assessments.
6. Provide individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners.
7. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate reflection, growth, and innovation.

8. Work with district leaders, campus administration, and team and/or grade level teachers in planning standards-based lessons and assessments aligned to the district curriculum.
9. Manage and distribute instructional resources to teachers and provide training on the use of those resources.
10. Encourage and support the implementation of technology and innovative strategies in the classroom.
11. Provide ongoing communication to campus administration regarding needed areas of campus professional development.

Administrative Support:

12. Attend district level training and provide campus and district level professional development on district initiatives.
13. Assist with the development of the campus strategic plan.
14. Assist in the development, monitoring and implementation of the CIP.
15. Assist with the implementation and monitoring of campus and district initiatives.
16. Assist in the collection, analysis, and response to campus data.
17. Attend campus and district meetings/trainings as assigned.
18. Serve as a member of the campus instructional leadership team.

Personal Skills:

19. The ability to work effectively with adult learners
20. The ability to skillfully offer constructive feedback to facilitate change
21. The ability to be flexible, open, and willing to implement new ideas in the classroom
22. The ability to organize and prioritize responsibilities, projects, and tasks
23. The ability to work and contribute to a team
24. The ability to seek resources and solutions to effectively solve problems

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent walking, prolonged sitting; occasional bending/stooping, pushing/pulling, and climbing stairs

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; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; occasional prolonged and irregular hours.

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.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____