



## Job Description Montgomery Independent School District

**Job Title:** Academies Cohort Specialist

**Exemption Status:** Exempt

**Reports to:** Executive Director of Teaching & Learning

**Date Revised:** April 2026

**Dept./School:** Teaching and Learning

**Salary:** Teacher Scale – 207 Days

### Primary Purpose:

The Academies Cohort Specialist supports the implementation of state-mandated literacy and numeracy initiatives aligned with Texas Education Agency programs, including the Reading Academies and Math Academies. This role focuses on improving teacher effectiveness and student outcomes by providing coaching, training, and support in evidence-based instructional practices.

### Qualifications:

#### Education/Certification:

- Bachelor's degree (required); Master's degree in Education or related field (preferred)
- Valid Texas teaching certificate
- Passed the Cohort Leader Screener Test and completed the required recertification training
- Completion of Texas Reading Academies (required for literacy focus; math equivalent preferred)

#### Special Knowledge/Skills:

- Strong understanding of structured literacy and math instructional frameworks
- Knowledge of state accountability systems and assessment tools
- Excellent communication, facilitation, and interpersonal skills
- Ability to analyze data and translate it into actionable strategies

#### Experience:

- 5+ years of classroom teaching experience (literacy and/or mathematics)
- Experience with instructional coaching or mentoring teachers preferred
- Familiarity with Texas curriculum standards (TEKS)

#### Working Conditions:

- Travel between campuses within the district
- Occasional extended hours for training sessions or state deadlines
- Combination of office, classroom, and virtual support environments

### Major Responsibilities and Duties:

#### Program Implementation & Support

1. Facilitate and support the implementation of Texas Reading and Math Academies content.
2. Ensure fidelity to academy models, including alignment with House Bill 3 Texas requirements.
3. Monitor program progress and provide feedback to district and campus leaders.

#### Instructional Coaching

4. Provide job-embedded coaching to teachers in literacy and mathematics instruction.

5. Support teachers in implementing evidence-based literacy and mathematics practices aligned with the Science of Teaching Reading and Research-Based Instructional Strategies (RBIS).
6. Support effective implementation of differentiated instruction to meet diverse student needs.

**Professional Development**

7. Deliver training sessions, workshops, and follow-up support for educators.
8. Collaborate with the Teaching and Learning Department and other instructional leaders to design ongoing professional learning.
9. Assist with onboarding new teachers into academy frameworks.

**Data Analysis & Reporting**

10. Analyze student cohort performance data to guide instructional decisions.
11. Support campuses participants in using assessment data to improve outcomes.
12. Maintain documentation and compliance records required by the state.

**Collaboration & Leadership**

13. Work closely with principals, instructional coaches, and district leaders.
14. Serve as a liaison between the district and the Texas Education Agency.
15. Participate in regional and state training updates.

**Supervisory Responsibilities:**

None

**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 including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

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

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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 \_\_\_\_\_