

Job Title: Instructional Coordinator & Coach **Exemption Status/Test:** Exempt/Professional
Reports to: Executive Director of C & I **Date Revised:** April 2021
Dept./School: Curriculum and Instruction

Primary Purpose:

Provides 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:

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 instruction programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Strong organizational, communication, and interpersonal skills

Experience:

5 years teaching experience in subject area assigned

Major Responsibilities and Duties:

Staff Development

1. Work collaboratively with assigned classroom teachers to establish realistic and measureable objectives related to both the teacher’s individual professional development and student learning.
2. Work cooperatively with directors and campus principals in developing and supervising the instructional programs in assigned subject area.
3. Coordinate the review, development, and revision of all subject area programs and related curriculum documents and materials, including curriculum guides, course outlines, and teaching plans.
4. Oversee testing programs for the assigned subject area and make recommendations for improvement where appropriate.
5. Coordinate the ordering and use of departmental instructional aids and materials for assigned subject area.
6. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving.

- 7. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.
- 8. Evaluate teacher effectiveness in accordance with established district programs.
- 9. Plan and provide appropriate staff development for teachers, administrators, and staff.

Instructional and Program Management

- 10. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.
- 11. Develop curricular or behavioral support materials as needed.
- 12. Disseminate information regarding current research and significant developments on the state and national levels in area assigned.

Other

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

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, 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

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.

Reviewed by _____ Date _____

Received by _____ Date _____