



TITLE:	Instructional Coach-STEM	STATUS:	Exempt
REPORTS TO:	Campus Principal/Director of Curriculum and Instruction	TERMS:	181 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	T1, Chapter 21 Contract

PRIMARY PURPOSE:

The Instructional Coach, having both content and instructional expertise, will work as a coach to classroom teachers and will support student learning and teacher practice. The Instructional Coach will focus on individual and group professional learning that will increase the understanding and practice of researched-based, effective classroom instruction. In order to meet this purpose, the Instructional Coach will attend continuing professional development with the Instruction department and act as a liaison to support the district and campus vision.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree from an accredited college/university

Valid Texas teaching certificate

Master's preferred

Special Knowledge/Skills:

Minimum of five years of successful teaching experience

Demonstrate knowledge of Texas Essential Knowledge and Skills

Demonstrate knowledge of Texas Pre-kindergarten Guidelines

Experience utilizing effective, research-based instructional strategies

Previous teacher leadership experience

Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations

Ability to design and deliver quality professional development for administrators and teachers

Outstanding presentation and facilitation skills

Demonstrate ability to communicate in a professional manner both orally and in writing

Demonstrate strength in organization, communication skills and efficiency in meeting deadlines

Demonstrate ability to function as a positive collaborative member of a team

Demonstrate interest and engagement in professional learning and reflection

Extensive knowledge of reading, writing, literacy development, and math

Demonstrate ability to use district resources to analyze data.

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Five (5) years of successful teaching experience preferred

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally



up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Support the philosophy and vision of New Caney ISD.
2. Write curriculum for the district online learning management system.
3. Facilitate the instructional practice and professional development of teachers with a focus on improving student achievement.
4. Build and maintain positive relationships with teachers and administrators.
5. Communicate, demonstrate, and coach teachers on researched-based instructional practices that result in increased student achievement.
6. React to change productively and manage tasks as assigned in a timely manner.
7. Provide individualized, classroom-based coaching for teachers to support them in implementing effective instructional practices.
8. Assist in the creation of district level assessments.
9. Assist teachers in collecting, analyzing, and reporting data to identify needs and support specific campus/district goals.
10. Demonstrates ability to design and lead the development of an effective, integrated curriculum
11. Demonstrate in-depth understanding of the science TEKS, with a focus on designing effective curriculum and assessments that directly align with TEKS.
12. Demonstrate expertise in the design and facilitation of integrated learning models and differentiated, student-centered curriculum.
13. Demonstrate ability to integrate twenty-first century skills and technology into student learning experiences.
14. Ability to successfully provide instructional leadership, organization, communication and management of the campus STEM initiatives and programs.

General Responsibilities:

1. Assume leadership positions.
2. Create and provide organized, individual and/or group learning opportunities for teachers as needed.
3. Communicate district professional development and vision to teachers on an ongoing basis.
4. Assist teachers with instructional decisions based on assessment data.
5. Assist teachers with classroom activities when requested.
6. Provide support for classroom motivation and management strategies.
7. Assist teachers in creating materials that are in alignment with district curriculum.
8. Provide teachers with resources related to instruction and curriculum.
9. Teach and model effective, differentiated instruction.
10. Provide encouragement and support to teachers.
11. Encourage ongoing professional growth for teachers.
12. Manage time and schedule flexibility to maximize teacher schedules and learning.
13. Work positively toward meeting identified district and campus improvement goals.
14. Assist with development of district curriculum, instruction and assessments.
15. Develop and maintain a confidential, professional relationship with the teacher..
16. Perform duties as assigned by the Principal, District Instructional Specialists, and Director(s) of Elementary/ Secondary Instruction.
17. Participate fully in professional development for coaches, including peer observations, professional research and reading, and inquiry sessions.
18. Assist teachers in aligning their teaching with appropriate standards, curriculum, and assessments.



19. Work collaboratively and collegially with other instructional coaches.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date