



TITLE:	Instructional Coach	STATUS:	Exempt
REPORTS TO:	Campus Principal/Director of (Secondary or Elementary) Curriculum and Instruction	TERMS:	189 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	T1, Chapter 21 Contract

PRIMARY PURPOSE:

The Instructional Coach, having both content and instructional expertise, will coach classroom teachers to 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 and/or Texas Pre-kindergarten Guidelines
 Extensive knowledge of 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 campus and district 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
 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

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. Assist in writing curriculum and assessments for the district 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, administrators and staff
5. Coach teachers on researched-based instructional practices that result in increased student achievement through effective communication and modeling.
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 teachers in collecting, analyzing, and reporting data to inform future instruction resulting in student growth.

General Responsibilities:

1. Model exemplary lessons and activities to give guidance to teachers and conduct classroom observations to help coach teachers.
2. Actively participate in and contribute to campus leadership teams.
3. Create and provide organized, individual and/or group learning opportunities for teachers as needed.
4. Encourage ongoing professional growth for teachers and assist with facilitation of PLCs.
5. Assist teachers with instructional decisions based on assessment data.
6. Provide support for classroom motivation and management strategies.
7. Provide teachers with resources related to instruction and curriculum.
8. Encourage ongoing professional growth for teachers.
9. Manage time and schedule flexibility to maximize teacher schedules and learning.
10. Work positively toward meeting identified district and campus improvement goals.
11. Assist with development of district curriculum, instruction and assessments.
12. Perform duties as assigned by the Principal, District Instructional Specialists, and Director(s) of Elementary/ Secondary Education.
13. Participate fully in professional development for coaches, including peer observations, professional research and reading, and inquiry sessions.
14. Facilitate team planning by assisting teachers in aligning their teaching with appropriate standards, curriculum, and assessments.
15. Develop and maintain professional relationships with teachers, campus leadership, instructional coaches and the district instructional team.
16. Performs other tasks and assumes such responsibilities as related to the position and as assigned by the supervisor.

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