Job Title: Campus ESF Coach  Exemption Status/Test: Exempt

Reports to: Campus Principal  Date Revised: 05/31/2019

Dept./School: Assigned Campus

Primary Purpose:
Provide curriculum leadership and support classroom teaching to ensure an aligned and articulated instructional program in the subject area assigned.

Qualifications:

Education/Certification:
Master’s degree from accredited university with a major in assigned subject
Valid Texas teaching certificate with required endorsements for subject assigned
Valid Administrator 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
Team oriented attitude and desire to work collaboratively with staff at the campus and district
Effective skills in leadership, organization, planning, communication, and public relations
Strong collaboration skills
Knowledge of adult learning theory
Global perspective of educational issues
Knowledge of successful practices and current trends in educational leadership
In-depth knowledge of content (PreK–4) as related to assignment
In-depth knowledge of the Texas Essential Knowledge and Skills, the state assessment and accountability system, and state & national initiatives and standards
Sound understanding of effective lesson design, delivery and assessment
Understanding of (and experience delivering) instructional coaching and behavioral coaching

Experience:
Three years teaching experience

Major Responsibilities and Duties:

Instructional and Program Management
1. Work cooperatively with campus principals in developing and coaching the instructional programs.

2. Coordinate the review, development, and revision of all subject area programs and related curriculum documents and materials, course outlines, and teaching plans.

3. Evaluate the instructional program effectiveness for the assigned subject area based on evaluative findings (including student achievement data) and recommend changes as needed.
Staff Development
4. Plan and provide staff development for teachers, administrators, and staff in designated subject areas.

5. Disseminate information regarding current research and significant developments on the state and national levels as needed.

6. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.

Other
7. Convey information to parent and community members about school programs.

8. Compile, maintain, and file all reports, records, and other documents required.


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: 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 ___________________________