Job Title: Coordinator, Instructional Services  
Division: Instructional Services  
FLSA Status: Exempt  
Pay Grade: 106  
Work Days: 226  
Reports To: Director, Instructional Services

**Primary Purpose**
To provide effective leadership, professional development, technical assistance, and other products and services for campuses, districts, and charter schools that will ensure improved student academic achievement.

**Qualifications**
To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Certification:**
- Masters in Education.
- Valid Texas Teacher Certificate.
- Valid Administrator Certificate, preferred

**Special Knowledge/Skills:**
- Team oriented attitude and desire to work collaboratively with ESC staff campus/district/charter school personnel.
- Effective skills in leadership, administration, organization, planning, communication, and public relations.
- Knowledge of SBEC rules and standards.
- Strong collaboration skills.
- Knowledge of adult learning theory.
- Global perspective of educational issues.
- Strong project management skills.
- Knowledge of successful practices and current trends in educational leadership.
- Administrative and supervisory skills including but not limited to personnel, budget, and programs.
- In-depth knowledge of content (PreK-12) 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 leadership coaching.

**Experience:**
- Documented three years successful teaching experience.
- Administrative experience (e.g., principal, director, supervisor, etc.) at the campus level or central office (minimum 3 years preferred).

**Essential Duties and Responsibilities**
This list of essential functions is not exhaustive and may be supplemented.

- Supervise and facilitate consultants’ active participation in collaborate teams to help improve leadership and student performance in the region, to improve the ESC’s internal operations, and to meet the established goals and objectives of the ESC.
- Supervise and evaluate implementation of essential duties and responsibilities of department consultants and staff.
- Ensures staff are responsive as first point of contact to all stakeholders in the education community.
- Provide leadership and guidance to consultants and staff.
- Build, maintain, and monitor program plans and budgets based on needs assessments and state mandate requirements.
- Supervise, guide, and evaluate the efforts of consultants and teams to develop, implement, monitor, and refine program plans and budgets based on needs assessments, state requirements, and client inputs.
- Collaborate with outside educational/non-educational organizations to develop, facilitate, and/or implement services and partnerships based on client inputs.
- Develop, deliver, and/or facilitate training sessions identified through needs assessments and client requests.
- Monitor staff to ensure proper maintenance and accuracy of records.
- Perform other duties as assigned.

**Supervisory Duties**
Supervise, support and evaluate programs, consultants, and support staff.

**Equipment / Specialized Software Used**
Computers, projection devices, control panels in meeting rooms, printers, productivity software, software specific to the job assignment, network resources, internet resources, and other hardware and software necessary to effectively and efficiently perform the functions of the job.
Working Conditions (Mental Demands/Physical Demands/Environmental Factors)

*Mental:* Public relations and people skills are required at all times, work with frequent interruptions, and maintain professional composure under stress.

*Physical:* Occasional prolonged and irregular hours, ability to move tables and chairs and load and unload boxes/materials. Prolonged use of computer.

*Environmental:* Open cubicles/work stations.

**Evaluation**

Annual performance evaluation will be performed in accordance with adopted policies of the Education Service Center Region 11. Employment in this position is contingent on performance, need and funding.

* This job description is not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with this job. They are intended to be accurate reflections of those principle job elements essential for making fair hiring and pay decisions.

**Revision Date:** June 2019

Employee Signature: ______________________ Date: ____________