
Job Title: Instructional Coach (K – 5)	Exemption Status/Test: Exempt
Reports to: Director of Teaching and Learning	Date Revised: 6/2019
Dept./School: Teaching and Learning	Pay: Teacher scale plus 10 days

Primary Purpose:

Provide support to teachers, campus and district staff members in understanding and implementing research-based best practices that lead to engaged classroom environments and improved student performance.

Qualifications:

Education/Certification:

- Bachelor's Degree from an accredited college or university
- Valid Texas Teacher Certification
- Master's degree preferred

Special Knowledge/Skills:

- Knowledge of Texas Essential Knowledge and Skills (TEKS) and state assessments.
- Knowledge of curriculum design, implementation, and evaluation.
- Knowledge of effective instruction and classroom management methodologies.
- Knowledge of differentiation strategies to meet the needs of all students.
- Knowledge and understanding of building collaborative structures in educational environments.
- Skill in using technology as a learning tool in all content areas.
- Skill in analyzing and reflecting on student data, including work samples, to improve instructional practices.
- Ability to locate and obtain instructional materials to support best practice instruction.
- Ability to work collaboratively with others in collective inquiry and problem-solving.

Personal skills

- Ability to work effectively with adult learners.
- Ability to skillfully offer constructive feedback to facilitate change.
- Ability to organize and prioritize responsibilities, projects, and tasks.
- Ability to work and contribute to a team.
- Effective oral and written communication skills.
- Ability to communicate professionally with various stakeholders.

Experience:

- At least five years of successful teaching experience at the elementary (K-5) level
- Experience developing, preparing, and presenting professional development preferred
- Must be elementary certified. EC-6 required.

Major Responsibilities and Duties:

Instructional Management

- Develop relationships with campus staff that lead to positive change in instructional practices and student achievement.
- Serve as a content specialist to assist in the development and implementation of campus instructional plans that align to district goals and curriculum.
- Assist teachers and administrators with understanding state standards and vertical alignment within each content area.
- Provide support to teachers, teams, and at the district level in using backward design to plan instructional units and classroom lessons
- Support teachers with implementation of research-based, high-yield instructional strategies.
- Support teachers' implementation of differentiated instruction to meet the needs of all learners
- Observe classroom instruction and provide timely and specific feedback with a focus on students' learning behaviors
- Conduct coaching conversations with teachers to promote reflection and instructional improvement.
- Implement coaching cycles to help teachers develop effective and research-based instructional practices that lead to positive and improved student learning.
- Model and co-teach instructional practices that ensure rigorous core/Tier 1 instruction for all learners.
- Assist individual teachers and teams with analyzing multiple sources of data, including student work, to reflect on student growth and develop plans for appropriate instruction.
- Meet regularly with campus administration to review campus data and determine priorities for coaching.

Organization Improvement

- Work with the Director of Teaching and Learning and campus administration to plan and deliver campus and district professional development.
- Work with the Director of Teaching and Learning to organize, plan, and present professional development of new state standards.
- Work with the Director of Teaching and Learning to develop and maintain the JISD Curriculum.
- Contribute to the development and refinement of district curriculum resources.
- Support and participate in meeting the objectives of the campus and district improvement plans.

Professional Growth and Development

- Actively and regularly engage in professional development training, reading, and research to stay current on instructional best practices.
- Participate in professional development that increases effectiveness and leads to increased student performance.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, twisting, and sitting for extended periods of time

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 20 pounds)

Environment: Work inside

Travel: District wide

Mental Demands: 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

Recieved by

Date