

United Independent School District

Department of Human Resources

INSTRUCTIONAL COORDINATOR- PROFESSIONAL DEVELOPMENT AND READING ACADEMY

Professional Development Department

Primary Purpose:

Enhance teacher retention by providing comprehensive support, coaching, and professional development opportunities throughout the district. Key responsibilities include collaborating with campus staff to strengthen the instructional program in specific areas of need and ensuring the successful, compliant implementation of the Texas Education Agency Reading Academies as mandated by House Bill 3.

Educational Qualifications:

- Master's Degree
- Valid Texas teaching Certificate
- Minimum of six (6) years of experience as a teacher and/or administrator or central office administrator
- Certified T-TESS Appraiser
- Advanced knowledge of the instructional best practices
- Advanced knowledge of the District student data management systems
- Google Certified Preferred
- TEA Approved Texas Reading Academies Cohort Leader
- Strong interpersonal, presentation, and writing skills

Major Responsibilities and Duties:

1. Leads sessions, provides coaching, evaluates artifacts, and ensures the fidelity of the implementation of the Reading Academies as a cohort leader.
2. Assists in aligning Professional Development to support the development of ongoing mentoring, provided to all teachers new to the district
3. Develops a cohesive vision and strategies for new teacher support and creates a timeline for full implementation
4. Assists in the preparation of model lessons with Standard Expectations/TEKS for the classroom instruction.
5. Prepares and models the use of appropriate intervention strategies, activities, materials, and equipment.
6. Models/Team teaches with a focus on classroom management/instructional strategies, and increasing rigor.
7. Coaches teachers to provide continued observations, dialogue, and support to maximize every teaching moment.
8. Provides continuous embedded professional development for teachers, focusing on instructional delivery techniques/strategies, planning interventions, and embedded Response to Intervention Strategies.
9. Provides feedback to teachers and campus administrators on the implementation of successful strategies in the classroom.
10. Develops and maintains professional competence through professional growth activities based on recent research and current trends in education.
11. Promotes and manages the Teacher Depot
12. Uses effective communication skills to present information accurately and clearly.
13. Attends and participates in faculty and department meetings when necessary.
14. Be a positive role model for teachers; support the mission of the campus and school district.
15. Maintains a weekly log to maintain actual activities and time on each.
16. Performs other tasks and assumes other responsibilities as may be assigned by the supervisor.

Instructional Coordinator- Prof Development (continued)

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic, or other calamity, the following duties and responsibilities will be added to the above-listed Major Job

Responsibilities and Duties, as directed by the Superintendent.

17. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service, when working from home during a District closure due to government or Board orders or during an emergency affecting normal District operations.
18. Perform other tasks and assume other responsibilities as may be assigned by the supervisor. All employees are expected to comply with lawful directives.

Working Conditions:

Ability to communicate (verbal and written); Interpret policies, procedures, and maintain emotional control under stress. Frequent district and occasional statewide travel; prolonged and irregular hours. Some bending, lifting and stooping while performing job-related functions.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside the home or a location other than the school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Terms of Employment:

Wage / Hour Status:	Exempt
Minimum Salary:	\$74,368
Pay Grade:	5
Minimum Work Days:	226
Months:	12

Date Last Revised: 08/25

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.