

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	Coordinator of Elementary Instruction	STATUS:	Exempt
REPORTS TO:	Sr. Director of Curriculum and Instruction	TERMS:	220 Days
DEPARTMENT:	Teaching and Learning	PAY GRADE:	AD5

PRIMARY FUNCTION

The Coordinator of Elementary Instruction provides leadership and oversight for the development, implementation, and continuous improvement of instructional practices, curricula, and academic programs across all elementary schools (PreK-5) within the district. The Coordinator works closely with district leaders, teachers, and instructional coaches to ensure that instructional practices are aligned with Texas Essential Knowledge and Skills (TEKS) standards and that all students are provided with high-quality, equitable, and engaging learning experiences. The Coordinator supports teachers in using data to drive instructional decisions and improve student achievement.

QUALIFICATIONS

Education/Certification:

Bachelor's Degree from an accredited college or university

Master degree preferred

Valid Texas teaching certificate, with required endorsements for subject/level assigned

SPECIAL KNOWLEDGE/SKILLS:

Knowledge of curriculum and instructional strategies

Ability to interpret data and evaluate instruction programs and teaching effectiveness

Ability to implement policy and procedures

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Strong organizational, communication, and interpersonal skills

Ability to speak effectively before groups of employees, the school board, or other organizations

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

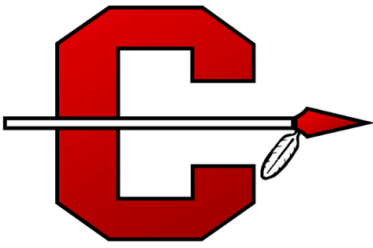
EXPERIENCE:

Four years experience in leadership preferred

Reading Academy experience preferred

EVALUATION

Performance will be evaluated annually in accordance with the provision of the Board's policy on the evaluation of personnel.



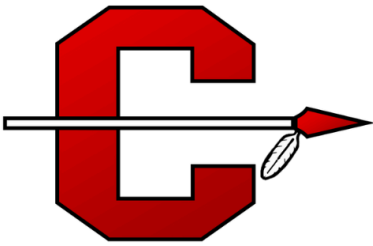
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ESSENTIAL JOB FUNCTIONS:

1. Collaborate with curriculum teams to ensure that all elementary curricula are aligned with TEKS, district goals, and current research-based best practices.
2. Guide the adoption and integration of instructional materials and resources that support high-quality, rigorous, and engaging instruction across all elementary content areas.
3. Work with teachers and instructional staff to implement a vertically aligned curriculum that supports student success in reading, math, science, and other content areas.
4. Provide coaching, mentoring, and instructional support to teachers and instructional coaches, focusing on effective teaching strategies, classroom management, and differentiated instruction.
5. Conduct classroom observations to monitor instructional practices and provide feedback to teachers to improve instructional effectiveness.
6. Collaborate with campus administrators and instructional teams to ensure effective planning, implementation, and evaluation of teaching practices.
7. Design and deliver professional development sessions focused on instructional strategies, curriculum implementation, and the use of student data to inform teaching.
8. Facilitate professional learning communities (PLCs) that encourage collaboration, sharing of best practices, and continuous improvement among teachers.
9. Stay up to date on educational research and trends, integrating new ideas into district-wide professional development offerings.
10. Collaborate with the district's assessment department to develop and implement formative and summative assessments that align with the elementary curriculum.
11. Support teachers in analyzing student performance data to identify areas of strength and need, ensuring that data is used to inform instructional decisions and improve student outcomes.
12. Provide district and campus leadership with reports on student achievement and instructional program effectiveness, recommending strategies for improvement.
13. Continuously evaluate the effectiveness of elementary instructional programs and initiatives, making recommendations for improvement based on data analysis and stakeholder feedback.
14. Support the integration of technology and digital resources into the elementary curriculum to enhance student engagement and learning.
15. Ensure that all instructional programs and resources are culturally responsive and meet the needs of diverse learners, including English learners, students with disabilities, and gifted/talented students.
16. Work closely with campus principals, instructional coaches, and other district leaders to support instructional initiatives and ensure alignment across all elementary campuses.
17. Serve as a resource for teachers, administrators, and parents on matters related to elementary instruction, curriculum, and assessment.
18. Communicate effectively with district leaders, staff, and community stakeholders to promote transparency and foster a shared vision of instructional excellence.



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19. Ensure all instructional practices and curricula comply with state and federal education laws, including TEA guidelines and Texas Education Code requirements.
20. Support the district's accountability efforts by ensuring that instructional programs are aligned with state standards and meet accountability requirements.
21. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
22. Develop needed professional skills appropriate to job performance.
23. Maintain confidentiality.
24. Reliable attendance and punctuality.
25. Follow district safety protocols and emergency procedures.
26. Participate in staff development activities to improve job-related skills.
27. Comply with state, district, and school regulations and policies.
28. Attend and participate in staff meetings and serve on staff committees as required.
29. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
30. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

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 25 pounds)

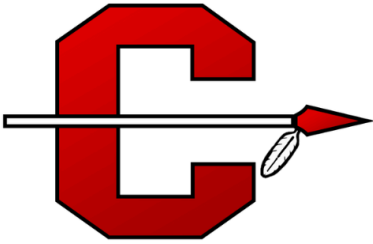
Environment: Frequent district wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The above statements describe the major job functions of this position and do not represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

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 job functions.



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Employee Signature

Date