

**Job Title:** Instructional Coach  
**Reports to:** Principal  
**Dept. /School:** As assigned  
**Wage/Hour Status:** Exempt  
**Pay Grade:** Teacher/ 210 Days  
**Date Revised:** November 2019

**Primary Purpose:**

Provide assistance in the areas of curriculum and instruction that will enhance teacher effectiveness and maximize student achievement in a standards-based learning environment. Work with administrators and teachers to align their work with district priorities and work closely with other staff to utilize data to improve student achievement.

**Qualifications:**

**Education:** Master's degree or related work experience.

Valid Texas teaching certificate with required endorsements or required training for subject and level assigned.

Demonstrated competency in the subject area assigned.

**Special Knowledge/Skills:**

Working knowledge of curriculum and instruction.

Ability to improve student performance on state assessments.

Clear understanding of instructional strategies and the ability to instruct students and teachers.

Ability to analyze data

Strong organizational, communication, public relations and interpersonal skills.

**Major Responsibilities and Duties:****Curriculum:**

1. Knowledgeable about the range of effective instructional methods, materials, and practices that can be utilized at the appropriate grade levels.
2. Ensures the alignment of curriculum across and within grade levels.
3. Supports implementation of curriculum at all grade levels.
4. Analyzes, evaluates and revises curriculum to adapt and improve instruction.

**Teachers:**

5. Encourages a positive learning environment.
6. Observes and provides specific instructional feedback to teachers.
7. Models lessons for teachers.
8. Collaborates with teachers about interventions for at-risk students.
9. Collaborates with teachers to enrich and extend instruction for all students.
10. Provides support in areas such as general classroom management, student behavior management, and teaching strategies.
11. Maintains open and professional communication.

**Staff Development:**

12. Provides job-embedded staff development.
13. Is an effective presenter.
14. Facilitates reflection and personal growth in teachers.
15. Responds to staff development needs of teachers.

**Technology:**

16. Disaggregates and collect data
17. Conducts presentations.

**Liaison:**

18. Acts as a liaison between the campus principal and classroom teachers.
19. Acts as liaison between district director and classroom teachers.
20. Communicates research-based trends in education.

**Assessments:**

21. Collects, disaggregates, and analyzes student assessment data, disseminating this information in a timely manner.
22. Interprets and shares results of student assessment data.
23. Works with teachers to align instruction with most current assessment results.
24. Serves as a member of the campus Response to Intervention Team.
25. Coordinates assessments.
26. Student achievement improves as evidenced by state assessment scores.
27. Provides intervention with students based on campus and student needs.

**Resource Management:**

28. Organizes and manages materials.
29. Communicates availability of materials to teachers.
30. Maintains and monitors resource inventory.

**Professional Disposition:**

31. Maintains Confidentiality
32. Maintains a professional demeanor.
33. Attends professional development activities and stays abreast of research development.
34. Maintains good attendance and is punctual.
35. Follows school board policy, employee handbook policy, and administrative directives.
36. Contributes to a positive climate for the campus.
37. Interacts and collaborates with teachers in a collegial manner.
38. Performs other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

Maintains emotional control under stress and work with multiple deadlines and frequent interruptions. Frequent and prolonged hours and/or irregular hours. Frequent travel to multiple work locations (including schools and homes) as assigned.

---

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.

Reviewed by: \_\_\_\_\_

(Employee)

\_\_\_\_\_

(Supervisor)

Date\_\_\_\_\_

Date\_\_\_\_\_