



Job Description

Montgomery Independent School District

Job Title:	Secondary Instructional Coach	Exemption Status/Test:	Exempt
Reports to:	Executive Director of Teaching and Learning and Campus Principal	Date Revised:	April 2025
Dept./School:	Teaching and Learning	Salary:	Teacher Hiring Schedule / 197 Days

Primary Purpose:

The Instructional Coach serves as an instructional leader and collaborative partner on campus, focused on improving teaching and learning through job-embedded professional development and data-informed decision-making. This position supports teacher teams in consistently implementing high-impact and research-based instructional practices, facilitates the Professional Learning Community (PLC) process with fidelity, and builds teacher capacity in lesson planning, assessment literacy, and student progress monitoring (MTSS). The instructional coach will establish a rapport and maintain constructive interaction with teachers, teams, and administrators.

Qualifications:

Education/Certification:

- Bachelor's degree in education or related field required
- Master's degree in curriculum and instruction preferred
- Valid Texas teaching certificate required
- Appropriately certified

Special Knowledge/Skills:

- General knowledge of all secondary curriculum areas
- Specific knowledge of assessment and lesson design
- General knowledge of serving special populations of learners
- Excellent communication, public relations, and interpersonal skills
- Demonstrate organizational and technology skills
- Effective oral and written communication skills
- Ability to interpret data and evaluate instructional programs and teaching effectiveness,
- Ability to develop and deliver training to adult learners,

Experience:

- At least five years of successful teaching experience
- Teacher leadership role experience is preferred
- Experience in the development, preparation, and delivery of professional development is preferred
- ESL certification preferred

Major Responsibilities and Duties:

Instructional Management:

1. Provide leadership and support to teachers in promoting high expectations in learning for all students.
2. Work cooperatively with Teaching and Learning personnel and the campus principal in facilitating and growing the collaborative culture within the PLC process.
3. Provide support to the administrative team and campus staff, which results in a school culture that practices building and maintaining positive relationships with all students.
4. Monitor assessment programs to assist with the identification and placement of students in appropriate instructional programs and ensure teachers and teams effectively track student learning progress.
5. Plan and provide professional development to administrators and instructional staff focused on improving alignment and delivery of the written, taught, and assessed curriculum to increase student success and close performance gaps.



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6. Work with teachers and campus administration to analyze student data, diagnose instructional needs, and identify research-based instructional strategies to close achievement gaps.
7. Provide job-embedded professional development and instructional support for teachers through modeling engaging, standards-based teaching and best practices, as needed.
8. Collaborate with district leaders, campus administration, and teachers to review and develop aligned curriculum components, including assessments.
9. Provide individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners.
10. Serve as lead contact at assigned campus for teacher mentors in the MINT program.
11. Conduct teacher observations and/or walk-throughs and provide feedback that facilitates teacher reflection and growth.
12. Work with district leaders, campus administration, and team and/or grade-level teachers in planning standards-based lessons and assessments aligned to the district curriculum.
13. Encourage and support the implementation of technology and innovative strategies in the classroom.

Administrative Support:

1. Attend district-level training and provide campus and district-level professional development on district initiatives.
2. Provide ongoing feedback to campus administration.
3. Assist with the campus strategic plan and formulation of the CIP.
4. Assist in the fulfillment of any instructional support necessary in teacher intervention plans.
5. Assist with the implementation and monitoring of campus and district initiatives.
6. Assist in the collection, analysis, and response to campus data.
7. Attend campus and district meetings/trainings as assigned.
8. Serve as a member of the campus leadership team.

Personal Skills:

1. The ability to work effectively with adult learners.
2. The ability to skillfully offer constructive feedback to facilitate change.
3. The ability to be flexible, open, and willing to implement new ideas in the classroom.
4. The ability to organize and prioritize responsibilities, projects, and tasks.
5. The ability to work and contribute to a team.
6. The ability to seek resources and solutions to effectively solve problems.

Working Conditions:

Mental Demands:

Maintain emotional control under stress. Work with frequent interruptions. Occasional district-wide travel; occasional prolonged and irregular hours.

Physical Demands/Environmental Factors:

Frequent walking, some stooping, bending, reaching, and climbing stairs.

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.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____