

**JOB TITLE:** Instructional Coach

**STATUS:** Exempt

**REPORTS TO:** Coordinator of Instruction and Professional Language **TERMS:** 190 Days/Non-Contract

**DEPARTMENT:** Curriculum and Instruction

**PAY GRADE:** Teacher Pay Range

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**PRIMARY PURPOSE:**

Assist teachers with differentiation of instruction to close achievement gaps for all students while working collaboratively with instructional coordinator and curriculum specialists. Responsibilities include attending planning meetings, coaching teachers, providing professional development related to curriculum content, and lesson planning support.

**QUALIFICATIONS:**

**Education:**

Bachelor's degree

Master's degree, preferred

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

**Special Knowledge/Skills:**

Strong knowledge of researched best practices in curriculum, instruction, and assessment

Ability to plan, coordinate, and lead staff development and curriculum development

Ability to model effective classroom strategies on research-based teaching practices

Strong organizational, communication, and interpersonal skills

**Experience:**

Five successful years of teaching experience

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Facilitate and coach teachers' professional growth through conferencing, co-teaching, modeling, classroom observation, and analysis of data.
2. Participate in lesson preparation at assigned campuses and collaborate with teachers with implementation of best teaching practices to improve student performance for upcoming TEKS.
3. Model effective instructional strategies and best practices for improving student performance.
4. Coaching teachers to identify strengths, areas of potential growth, and steps to take in improving instructional practices.
5. Assist teachers in integrating technology in lessons.
6. Coach and model effective classroom behavior management strategies.
7. Provide professional development tailored to meet the needs of teachers.
8. Provide support to campus administration and assist in monitoring campus goals.
9. Create and model exemplar lessons and manage instructional resources supporting curriculum.
10. Coordinate and evaluate teacher learning of the TEKS and their implementation.
11. Assist in coordinating the development and implementation of the district curriculum framework and give continuity and clarity to the instructional program.

12. Disaggregate data and lead data analysis meetings to determine teacher and campus strengths/weaknesses and develop an instructional plan in preparation for state testing to improve scores.
13. Conduct regular classroom observations to monitor instruction and provide support, including providing timely, specific walkthrough feedback regarding strengths and areas of needed growth.
14. Attend Curriculum and Instruction Department meetings for the purpose of collaboration and planning.
15. Complete other duties as assigned.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

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

**Posture:** Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Regular light lifting and carrying 15-45 pounds daily

**Environment:** Work inside, may work outside; regular exposure to noise, may work prolonged or irregular hours; occasional districtwide travel

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

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

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

\_\_\_\_\_  
Printed Name

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Signature

\_\_\_\_\_  
Date