

JOB TITLE: Instructional Coach - Secondary Math/Science**WAGE/HOUR STATUS:** Exempt**REPORTS TO:** Secondary Curriculum Coordinator**PAY GRADE:** See Compensation Plan**DEPARTMENT:** CurriculumDays **DATE REVISED:** 4-17-25

PRIMARY PURPOSE:

The Math/Science Instructional Coach will collaborate with the Math/Science teams to design, develop, and support the district's vision for the secondary Math/Science programs. The coach will develop a cohesive partnership between the district and campus to develop, coordinate, and sustain best instructional practices. The primary focus of the instructional coach is to provide job-embedded professional development and district level professional development content, as well as best instructional practices to classroom teachers. In addition, the instructional coach participates in assessment and curriculum development revisions.

QUALIFICATIONS:**Education/Certification:**

Valid Texas teaching certificate
Bachelor's Degree required
Master's Degree preferred
Certification preferred

Special Knowledge/Skills:

Knowledge in assessment design and implementation.
Knowledge of adult learning and the ability to develop and deliver professional learning.
Skill in the use of district instructional resources/pedagogical methods.
Ability to organize and manage multiple complex tasks simultaneously and independently to meet deadlines.
Ability to communicate effectively both verbally and in writing, utilizing tact and diplomacy to maintain effective working relationships.
Knowledge of curriculum and implementation of effective instructional strategies. Ability to evaluate instruction programs and teaching effectiveness.

Experience (Minimum):

Minimum of 3 years of demonstrated successful classroom experience in secondary Math or science, required.
Five or more years of successful teaching or leadership experience in secondary, preferred.
Previous experience in helping develop curriculum and assessments, preferred.
Teacher leader who has demonstrated high efficacy as evidenced by student achievement and administrative observations by campus and district personnel. Campus leadership experience, preferred.

Major Responsibilities and Duties:

1. Serve as an on-site campus instructional leader.
2. Provide professional development and follow-up feedback tailored to meet the needs of teachers in all grade levels.

3. Conduct lesson studies using guiding questions to observe, experience, analyze, and reflect on a lesson as a group and to make improvements in successive iterations of the lesson, based on needs assessment of content-specific teaching.
4. Review best practice pedagogy to ensure all training is research-based and promotes the use of highly effective strategies.
5. Assist Math/Science Curriculum Coordinator to develop, revise, and evaluate the District's curriculum.
6. Facilitate professional learning with teachers to examine student work, using a structured process of presentation, discussion, and questioning in order to align teacher expectations, descriptive feedback and accountability practices to guide instructional decisions.
7. Analyze data and facilitate review sessions with campuses to identify priority needs and model how this information can be used to inform instruction.
8. Support coordinated effort and communication between teachers and grade-level teams to build Math/Science intervention structures.
9. Facilitate high quality, hands-on professional development for teachers by conducting campus-wide training related to needs collaboratively determined with administrator and curriculum coordinator.
10. Coach individuals to identify their strengths, areas of potential growth, and the steps to take in improving instructional practices.
11. Serve as lead learner by modeling instructional strategies and best practices that improve student performance and growth.
12. Develop and implement assessments collaboratively with the Math/Science teams including reinforcing teacher practices in the use of summative and formative assessments.
13. Examine campus, state, and district assessment data to assist in decision making and action planning.
14. Analyze technology integration as a vehicle to elevate instruction.
15. Assist in planning parental involvement activities.
16. Attend professional growth activities to maintain an awareness of current research and issues in Math/Science, assessment, teacher education, and technology integration.
17. Exhibit a high level of ethics and confidentiality in regards to student and teacher records and classroom performance.
18. Keep informed of and comply with state, district, and school regulations, and policies for classroom teachers.
19. Compile, maintain, and file all reports, records, and other documents as required.
20. Use good judgment and decision making to maintain positive and effective relationships with coworkers, supervisors, other district personnel, outside agencies, parents, and the community.
21. Conduct grade level planning meetings
22. Perform all other tasks and duties as assigned.

Supervisory Responsibilities: None

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, frequent district-wide travel with occasional travel outside school boundaries

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside.

Mental Demands: Maintain emotional control under stress; be flexible to meet the needs of the teaching staff on the campus; work prolonged or irregular hours, deadline driven workload, daily attendance and punctuality are essential functions of the job.