



Job Description

Position Title:	Instructional Coach, IB
Job Title:	Instructional Coach
Function:	Instruction
Family:	Instructional Support
Reports to:	Campus Principal

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$59,796	Mid-Point Salary:	\$72,650
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	198	Type of Assignment:	Full-Time; Exempt	Contract Type:	Probationary Other Professional
Additional stipend of \$7,500.00 for Instructional Coach duties.					
Funding Source:	This position is locally funded				

Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

To plan, create, and provide students and staff with appropriate learning activities and experiences reflective of the International Baccalaureate Mission Statement and Learner Profile, the purpose of which is to instill in students the desire to become lifelong learners, to be prepared to successfully complete the designated IB internal and external assessments, and to successfully transition to a competitive, selective post- secondary educational setting.

Essential Functions / Key Responsibilities

1. Teach and assess one class per day at the appropriate PYP/MYP level to be used as a model classroom for others to observe and stay up-to-date on best teaching practices.
2. Work collaboratively with District IB Coordinator and school Principals to plan, organize, and coordinate all activities related to the IB program.
3. Plan for, schedule, support and monitor the professional development, authorization timelines, trans-disciplinary curricular connections, inter/trans-disciplinary curriculum unit development, and IB authorization visits.
4. Ensure that the PYP/MYP/DP courses are in place and at the appropriate level of rigor.
5. Provide high-quality professional development using the IB Program model by ensuring that teachers are provided access to the online curriculum center and that they are aware of the resources available on the site.
6. Present subject matter according to guidelines established by The Texas Education Agency, International Baccalaureate Curriculum Guides, Board Policies, and Administrative Regulations.



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7. Ensure that requirements for Theory of Knowledge (TOK) and Creativity, Action, and Service (CAS) are properly coordinated and teachers of other IB subjects understand the nature and importance of this core requirement at the DP level.
8. Ensure that requirements for the Exhibition/Community Project/Community Project are properly coordinated and teachers of other IB subjects understand the nature and importance of this core requirement at the PYP/MYP level.
9. Conduct assessment of student progress and use results to plan instructional activities.
10. Work cooperatively with special education department to modify curricula as needed for special education students according to guidelines established in the Individual Education Plans (IEP).
11. Coach other members of the staff to determine instructional goals, objectives, and methods according to State, District, and IB requirements and test data.
12. Use technology to strengthen the teaching / learning process.
13. Plan and conduct (with principal) monthly meetings with IB teachers and staff to support initiatives and share ideas.
14. Set goals, and monitor IB performance and retention data, providing feedback to principal and teachers that informs instructional and program improvement goals.
15. Provide instructional feedback at other campuses around the district for purposes of classroom observations, unit planning, and IB policies.
16. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's Degree from an accredited college or university
- 5+ years progressive experience in teaching or coaching teachers with evaluation and analysis of assessment and accountability data to include
- 3+ years' experience Teaching IB and/or coordinating IB programs at the campus or district level.
- Valid Texas Teaching Certificate
- Ability to travel via airplane for three to four days to attend IB sponsored training
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Master's Degree from an accredited college or university
- Valid Texas Teaching Certificate with preferred endorsements for Secondary ELA, Math, Science, or Social Studies

Knowledge, Skills & Abilities

- Preferred experience with IB PYP/MYP/DP teaching and/or coordinating at the campus or district level
- Knowledge of accelerated/advanced curriculum and instructional strategies with particular skill in working with teachers to develop IB units (PYP/MYP/DP)
- Knowledge of research principles in the assigned discipline
- Ability to model instruction of students and manage student behavior
- Ability to effectively communicate with parents, students, campus staff, and community partners, and provide leadership with campus coordination of IB exhibits
- Strong organizational, communication, and interpersonal skills



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- Ability to work with teachers to develop student portfolios, analyze and make decisions based around data, create authentic assessments, and coordinate online assessments including sending electronic portfolio assessments
- Ability to adjust and be flexible to a multitude of situations in the school environment
- Ability to work effectively with a wide range of personnel
- Demonstrate ability to work both independently and as a team leader.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____