



Job Title: Instructional Coach **Exemption Status:** Exempt
Reports to: Elementary Principal **Code:**
Dept./School: Millsap Elementary School

Primary Purpose:

Provides coaching and support to classroom teachers to ensure the continuous development of instructional skills among assigned teachers. Provide feedback on the performance of classroom teachers.

Qualifications:

Education/Certification:

Master's degree from accredited university preferred
Valid Texas teaching certificate with required endorsements for subject assigned

Special Knowledge/Skills:

Knowledge of curriculum and instruction
Knowledge of instructional materials
Ability to interpret data and evaluate instruction programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Technology skills
Strong organizational, communication, and interpersonal skills

Experience:

Five years teaching experience preferred

Major Responsibilities and Duties:

Staff Development

1. Work collaboratively with assigned classroom teachers to establish realistic and measurable objectives related to both the teacher's individual professional development and student learning.
2. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving.
3. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.
4. Plan and provide appropriate staff development for teachers, administrators, and staff.

Instructional and Program Management

5. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.
6. Develop curricular or behavioral support materials as needed.
7. Disseminate information regarding current research and significant developments on the state and national levels in area assigned.
8. Work cooperatively with district and campus leadership in developing and evaluating instructional programs.
9. Support testing programs, including formal progress monitoring tools, utilizing the data for campus instructional enhancements.
10. Gather and analyze data to evaluate the curriculum and instruction program effectiveness including student achievement data.

Other

11. Lead student intervention program and conduct small group instruction for students as needed.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
14. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

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

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work inside; frequent districtwide travel; occasional statewide travel

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

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.