



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Instructional Coach

Exemption Status/Test:
Exempt/Administrative

Reports to: Campus Principal and Executive
Director of Curriculum &
Instruction/Professional Learning

Pay Grade/Days: Teacher Scale/187 days + 10
additional days

Dept./School: Campus/Education Services

Date Revised: April 2026

PRIMARY PURPOSE:

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

QUALIFICATIONS:

Education/Certification:

Master's degree from accredited university
Valid Texas teaching certificate

Knowledge/Skills/Abilities:

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

Experience:

3 years teaching experience in subject area assigned

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 the classroom.
4. Evaluate teacher effectiveness in accordance with established district programs.
5. Plan and provide appropriate staff development for teachers, administrators, and staff.

Instructional and Program Development

6. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.
7. Develop curricular or behavioral support materials as needed.



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8. Disseminate information regarding current research and significant developments on the state and national levels in the area assigned.

Other

9. Compile, maintain, and file all reports, records, and other documents required.
10. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
11. 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 including frequent keyboarding and use of mouse; occasional reaching

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

Environment: May work prolonged or irregular hours

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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____