



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Instructional Coordinator

Exemption Status/Test: Exempt

Reports to: Deputy Superintendent

Pay Grade/Days: Professional PG 5/226 Days

Dept./School: Curriculum & Instruction

Date Revised: January 2025

PRIMARY PURPOSE:

The Instructional Coordinator supports educators in implementing research-based instructional best practices to enhance student learning and achievement. This role involves integrating modern tools and resources into the curriculum, providing professional development, and ensuring smooth operations related to state and national testing. The coordinator works with teachers, administrators, and staff to promote effective instructional strategies that align with district goals.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree in Education, Curriculum Development, or a related field (required)

Master's degree in Education, Leadership or a related field (required)

Valid teaching certification

Knowledge/Skills/Abilities:

Strong understanding of effective instructional strategies and resources

Ability to work collaboratively and adapt to diverse needs

Analytical skills to interpret data and improve outcomes

Ability to implement policy and procedures

Excellent communication, public relations, and interpersonal skills

Experience:

3 years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

Professional Development:

1. Design and deliver training sessions to support educators in implementing modern instructional practices.
2. Provide on-demand guidance for staff to enhance teaching and learning methods.
3. Develop and conduct training on how to work with district data tools and/or training to support district data related needs.

Curriculum Integration:

4. Support and assist educators to incorporate effective resources into lessons and activities.
5. Support the design of lessons that engage students and encourage higher-order thinking.
6. Partner with district and campus leadership to support instructional improvement initiatives.



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Testing Support:

7. Work closely with testing coordinators to ensure all systems and processes are ready for state and national assessments.
8. Assist in troubleshooting and managing assessment-related issues.

Resource Management:

9. Evaluate and recommend tools, platforms, and resources that align with instructional goals.
10. Oversee EMAT for the District.
11. Assist in the campus gifting process.
12. Ensure resources are effectively utilized to support learning.

Compliance and Analysis:

13. Ensure all practices adhere to district policies and state regulations.
14. Analyze data to measure the effectiveness of instructional initiatives and make informed recommendations.
15. Support district leadership in making evidence-based decisions by gathering, organizing, and assisting in the interpretation of data.
16. Participate in disaggregation and dissemination of district data to support central office, campus, teacher and student level efforts to include accountability and curriculum support.

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; occasional districtwide and statewide travel

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: _____