**Instructional Coach (Elementary)**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Campus Principal /Instructional Services

**Dept/Campus:** Assigned Campus **Paygrade:** Teacher Scale

**Wage/Hour Status:** Exempt **Date Revised:** December 2014

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Assist teachers and empower them to utilize their skills and abilities to maximize their teacher effectiveness. This will be done through demonstration lessons, observation of teachers, reflective sessions, professional development and other methods to increase teacher effectiveness and leadership that leads to student growth and achievement.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree required

Master’s degree in curriculum and instruction or educational leadership preferred

Texas teacher certificate in appropriate area

**Special Knowledge/Skills:**

Proficient understanding of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to assess teaching practices and provide information in a way that is strength based.

Ability to model teach in a wide range of grade levels and subject areas

Ability to provide professional development training individually, in small and large groups

Strong evaluative and assessment skills of staff and student data

Strong communication, public relations, and interpersonal skills

Calm and patient demeanor with staff, students and others

**Experience:**

Three years experience as a classroom teacher

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Facilitate teacher’s understanding and implementation of curriculum and effective instructional practices.
2. Develop teacher’s capacity to collect and analyze multiple sources of data to improve student learning.
3. Foster collaboration and teacher development and leadership.
4. Attend professional development meetings and trainings.
5. Identify needs, develop programs and provide staff development to increase teacher effectiveness (in small and large groups).
6. Track student and teacher progress to assess the effectiveness of teacher coaching.
7. Provide clear and direct feedback to teachers based on analysis of practices.
8. Create detailed coaching plans with focused goals and measures of success,
9. Support teachers achievement of goals by using coaching strategies to implement instructional practices (such as, co-planning, modeling, co-teaching, lesson development, observing, etc.)
10. Locate and apply for funding opportunities for new programs.
11. Assist with the alignment and development of assigned PK-12 curriculum based upon continuing systematic review and analysis.
12. Effectively collaborate with and serve as liaison between assigned campus and the Instructional Services Department regarding student assessment, improvement planning, and curriculum and instruction.
13. Facilitate and provide assistance with the alignment of campus and district curriculum.
14. Provide instruction at the campus level to improve identified areas of need; including model teaching and one-on-one instruction with students.
15. Collaborate with instructional staff in evaluating and selecting instructional materials to meet student learning needs.
16. Assist in planning, implementation, and evaluation of instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
17. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
18. Participate in the district-level decision-making process to establish and review the district’s goals and objectives and major classroom instructional programs of the district.
19. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
20. Assist in securing consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
21. Assist in providing effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
22. Assist in the implementation of policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
23. Compile, maintain, and present all reports, records, and other documents required.
24. Review and analyze data, including student achievement data, to examine instructional program effectiveness.
25. Model behaviors, which insure the development of a district team, focused on problem solving and meeting student needs.
26. Actively support the efforts of others to achieve district goals and objectives and the campus performance objectives (AEIS).
27. Demonstrate behavior that is professional, ethical, and responsible and serve as role model for all district staff.
28. Actively seek training and information, which will enhance skills and knowledge, related to responsibilities.

**SUPERVISORY RESPONSIBILITIES:**

None

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date