

Position Title:	Instructional Coach		
Location:	Greg A. Garcia Early College Intermediate		
Reports to:	Campus Principal		
Work Schedule:	10 Month, 197 Days	Employment Type/FLSA Classification:	Full Time/Exempt
Funding Source:	This position may be Federally funded. Employment is contingent upon the availability of funds. Salary based on Teacher salary scale with additional stipend of \$7,000 for instructional coaching duties.		

Primary Role and Purpose

The Instructional Coach provides instructional leadership and support to ensure to high quality teaching and learning. The Instructional Coach works directly with campus administration to support, develop, monitor, and implement the instructional program at the assigned campus.

Position Summary

The Instructional Coach works directly with the campus administration to assist in the organization, administration, and supervision of curriculum and instruction, campus goal setting, data analysis, and community engagement. The Instructional Coach provides on-site coaching and job-embedded professional development to support accelerated instruction and planning, student performance data analysis, and the development of action plans in response to the data. The Instructional Coach utilizes technology to assist with the delivery of professional learning, model effective accelerated teaching strategies, observe classroom instruction, and provide feedback and encourage teacher participation in professional learning.

The Instructional Coach builds teacher learning capacity and facilitates the creation of systematic and sustainable high-quality collaboration that is focused on an integrated/cross- curricular design, student engagement, personalized learning, as well as providing continual support in collaborative approaches to teaching and learning.

Essential Functions / Key Responsibilities

1. Collaborates with school in curriculum implementation and alignment to TEKS/SEs, academic assessment, and program evaluations.
2. Collaborates with teachers across multiple disciplines to promote an integrated/cross-curricular design that promotes student engagement, personalized learning, and a collaborative approach to teaching.
3. Provides instructional leadership and support to teachers and administrator/or grade-level subject teachers.
4. Conducts demonstration lessons, facilitates PLCs, and leads coaching sessions.
5. Generates reports and provides data analysis; collaborates with campuses to develop and implement an action plan and prioritizes academic and instructional needs using latitude for independent judgment.
6. Facilitates professional development trainings for teachers and district stakeholders.
8. Researches and stays abreast of current trends in curriculum and instruction; disseminates information to teachers.
9. Observes classroom instruction and provides feedback to improve instructional techniques.
10. Facilitates in instructional rounds with campus leadership and district team members.
11. Develops a collaborate approach to family and community partnership to increase parental involvement and student achievement.
12. 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
- Valid Texas teaching certificate

- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.
- ESL Certification required
- Master's Degree from an accredited college or university preferred

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Demonstrated knowledge of general principles, practices, and techniques of family and community engagement that increase parental involvement and directly impact student achievement.
- Experience with TCMPC, Frontline, Eduphoria, Ascender.
- Experience with coaching teachers in concepts such as student engagement levels, lesson design, evidence based learning, and self-directed learning.
- Experience in cross-curricular and integrated approaches in curriculum and instruction.
- Knowledge of the TEKS and demonstrated ability to design effective lessons and assessment that directly align with the standards.
- Knowledge and proficiency with educational technology.
- Experience designing and facilitating relevant professional learning sessions to a variety of audiences, such as administrators, teachers, and community partners.
- Experience in effective design and implementation of differentiated instruction.
- Experience analyzing and interpreting data and using results to inform instruction.
- Knowledge in a content specific and/or special program (co-teacher, interventionist, inclusion...).
- Detail oriented and able to manage multiple tasks and projects simultaneously.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.

Physical Demands/Requirements:

- Maintains emotional control under stress; works with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports

- None

Additional Job-Related Duties:

- Must be punctual and maintain an excellent attendance record
- Maintains emotional control under stress
- Works with frequent interruptions and deadlines
- Extended hours may be required
- Travel is required
- Member of at least one campus/district level committee
- Supports mission of the Charter
- Attends Board meetings – as directed

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.