

JOB DESCRIPTION

Job Title Program Coach ES
Reports to Principal
Dept/School Campus

Job Title Code 265034
Wage/Hour Status Exempt
Pay Grade TBA
Date Revised April 24, 2025

Primary Purpose

The primary purpose of this role is to provide instructional leadership and support a culture of high performance, collaboration, and continuous learning in STEAM/STEM and Environmental Science. This is achieved by leading Professional Learning Communities (PLCs), exhibiting exemplary leadership qualities, modeling lessons, and actively coaching teachers to reach high expectations of productivity and performance. The role involves gathering and analyzing sets of data at regular intervals to identify strategies for improvement, closing performance gaps, and working with small groups. This position requires attending district-led professional learning and implementing the training at the Title I campuses.

Education/Certification

- Bachelor's Degree
- Valid Texas Teaching Certificate
- National STEM Certification (completion within 1 year of date of hire)

Special Knowledge/Skills

- Proven success coaching teachers toward identifying goals and improve Tier 1 instruction to student outcomes
- In-depth knowledge of subject-specific content, instructional resources, best instructional practices, and assessment.
- In-depth knowledge in working with all student populations including At-Risk, emergent bilinguals, gifted & talented, homeless, and migrant, to include modeling lessons.
- Demonstrate instructional leadership ability in working with administrators, teachers, students, parents, and the community.
- Demonstrate ability to obtain, disaggregate, and analyze data at regular intervals to develop plans to target areas of need, close performance gaps, and improve academic achievement, to include progress monitoring of data plans
- Demonstrate ability in communication, organizational, presentation, curriculum writing/support, and implementation skills, to include leading PLCs
- In-depth knowledge of district curriculum and the balanced assessment system to monitor and gauge student improvement
- Demonstrate understanding of the lesson internalization process and ability to build capacity in teachers for lesson internalization
- Ability to manage and prioritize time wisely and effectively

Experience

- Three (3) years teaching experience

Major Responsibilities and Duties

Instructional and Program Management

1. Regularly coach teachers, providing support in lesson internalization, instructional strategies, and assessment to promote high levels of student engagement and academic achievement.
2. Modeling of best practices in the classroom.
3. Support teachers in implementing small group tiered instruction to meet the diverse needs of low-income and at-risk students, including those requiring additional support or enrichment.

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4. Work closely with district departments to align instructional strategies and resources with district-wide initiatives aimed at improving academic achievement.
5. Support and monitor teacher progress through regular coaching sessions build rapport with teachers and collaborate to identify areas in need of growth
6. Model a growth mindset by encouraging teachers to embrace continuous learning, reflection, and improvement in their teaching practices.
7. Deliver ongoing professional development to teachers, focusing on best practices, engagement methodologies, and subject-specific strategies that enhance student success.
8. Serve as a resource for classroom formative assessment tools and instructional techniques that guide teachers in differentiating instruction for all learners.
9. Provide leadership in the development and implementation of student engagement strategies that foster critical thinking across all subjects.
10. Train teachers in utilizing student engagement strategies to enhance instruction, ensuring that strategies are tailored to diverse student needs and learning styles.
11. Collect, analyze, and utilize multiple data sets at regular intervals to identify areas of need, close performance gaps, and adjust instructional approaches as necessary.
12. Develop data-driven plans and provide guidance to teachers and the leadership team to inform decision-making and improve academic outcomes.
13. Support the campus leadership team in developing a data-driven instructional plan to inform staff development.
14. In-depth knowledge of the balanced assessment system, including the various types and purpose of each assessment, to plan for instruction.
15. Continuously assess and monitor the effective implementation of these programs to make data-driven adjustments and improve student learning and achievement.
16. Work closely with campus stakeholders, to include teachers, interventionists, and administrators.
17. Advocate for and support the integration of active learning strategies across various subject areas to enhance student engagement and learning outcomes.
18. Inspire a culture of high expectations, professional accountability, and excellence in both teaching and student learning.

Professional Growth and Development

19. Attendance and participation in regularly scheduled district-led professional learning.
20. Collaborate with campus leadership in leading campus staff development sessions and ensuring that professional development activities are aligned with district priorities to improve student achievement.
21. Serve as a leader by training, planning, and implementing supplemental programs and district programming that meets the needs of all students, with a focus on math, science, reading language arts, and/or social studies.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, District and state travel.

Terms of Employment

197 days; salary to be established by the Board of Trustees



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

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.