

JOB DESCRIPTION

Job Title Instructional Coach
Reports to Principal
Dept/School Campus

Job Title Code 265025EF
Wage/Hour Status Exempt
Pay Grade TBA
Date Revised May 13, 2025

Primary Purpose

The primary purpose of this role is to provide instructional leadership and support a culture of high performance, collaboration, and continuous improvement across the campus. 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 campus.

Education/Certification

- Bachelor's Degree
- Valid Texas Teaching Certificate

Special Knowledge/Skills

- In-depth knowledge of instructional coaching to include working with teachers to set goals, develop strategies, and implement new approaches in the classroom
- In-depth knowledge in working with all student populations including At-Risk, emergent bilinguals, 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 at-risk 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. Collaborate with campus leadership team (Admin, Interventionists) to coordinate the What I Need (WIN) program.
3. Collect, analyze, and utilize multiple data sets at regular intervals to identify areas of need, close performance gaps, and adjust instructional approaches as necessary.
4. Support teachers in implementing small group tiered instructions to meet the diverse needs of at-risk students, including those requiring additional support.

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

Professional Growth and Development

20. Establish ongoing goals for professional learning to remain current in innovative and effective practices. Attendance and participation in regularly scheduled district-led professional learning.
21. Actively participate in professional learning opportunities to positively enhance teaching and learning. 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.
22. Perform other duties as assigned by supervisor. Serve as a leader by training, planning, and implementing supplemental programs and district programming that meets the needs of at-risk 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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Job Title: _____
Date: _____

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

Employee: _____
Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure the work performed by the individual listed above is compliant with respective Program requirements.

Supervisor Signature: _____ 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.