

Job Title:	Lead Instructional Coach	Wage/Hour Status:	Daily, Exempt
Reports to:	Principal	Pay Grade:	TBA
Dept/School:	Campus	Date Revised:	June 2, 2016

Primary Purpose

Assists Campus Administrators, instructional coaches and teachers in the planning, implementation, and assessment of instruction of the TEKS with the objective of increasing student performance.

Qualifications**Education/Certification**

Master's Degree
Valid Texas Teacher Certification

Special Knowledge/Skills

- Knowledge of instructional administration, curriculum writing and implementation
- Excellent organizational, communication, presentation, and interpersonal skills
- Knowledge of software applications
- Ability to lead professional development sessions
- Ability to model classroom instruction
- Ability to lead classroom teachers

Experience

Five years teaching experience in secondary core subjects

MAJOR RESPONSIBILITIES AND DUTIES**Instructional and Program Management**

1. Assists with the implementation of District-wide initiatives, as related to curriculum and instruction.
2. Assists with planning and implementation of the EPISD Standards-Based Curriculum.
3. Assists and supports campus coaches with implementation of the instructional coach model.
4. Supports campus personnel in the proper administration of common and formative assessments.
5. Trains campus personnel in the use of data to drive instruction.
6. Obtains and shares current research on instructional programs, materials, and methodologies.

Staff Development

7. Mentors and assists with the planning and implementation of staff development to teachers on best pedagogical-content knowledge and best practices in the core content areas.
8. Mentors and assists the teachers on campus-based professional development.

Student Management

9. Promotes student engagement and effective classroom management collaboration with teachers and coaches.

Professional Growth

10. Attends District-sponsored staff development to stay current with research, educational issues and future trends.
11. Works with District staff and campus-based personnel on analysis of test data, objectives and implications for campus instruction and student performance.
12. Attends all curriculum and instruction sponsored coaches' staff development as appropriate.

Monitor Programs

13. Assists with evaluation of District initiatives as related to Curriculum and Instruction.

Communication and Community Relations

- 14. Collaborates with post-secondary institutions to enhance teacher/student knowledge.
- 15. Promotes and communicates high expectations of teacher and student performance to include, but not limited to: Standards-Based Curriculum, Coaching Model, Common and Formative Assessments, Professional Learning Communities, and Data-Driven Decision Making.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintains emotional control under stress; occasional prolonged and irregular hours; frequent local, /istrict and state travel.

Terms of Employment

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

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: _____

Approved: _____

Job Title: _____

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 that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.