

JOB DESCRIPTION

Job Title Coordinator Teacher Residency
Reports to Director
Dept/School Leadership & Talent Development

Job Title Code 127007
Wage/Hour Status Exempt
Pay Grade 105
Date Revised October 1, 2025

Primary Purpose

Lead and coordinate district efforts to create critical support for instructional excellence by implementing an intentional teacher pipeline. Support for pre-service teachers and continued support for mentor teachers. Support the supplemental development of programs that improve the quality and effectiveness of pre-service teachers and teachers who are responsible for improving student academic achievement.

Education/Certification

- Master's degree from an accredited university
- Valid Texas Teacher Certificate
- Valid Texas Principal Certificate, preferred

Special Knowledge/Skills

- Leadership experience, including work with instructional models, professional learning, and Texas Teacher Evaluation (T-TESS)
- Excellent public relations skills and experience working cooperatively with members and constituents of the school community
- Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions
- Ability to direct and implement major projects and initiatives. Excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action. Ability to effectively lead cross-functional teams and superior community-building skills
- Ability in planning, scheduling, and allocating resources, reaching logical conclusions, and making high-quality decisions using appropriate decision-making processes and accepting responsibility for actions and consequences
- Ability to conduct professional development for teachers and administrators
- Ability to disaggregate, interpret, and analyze data
- Strong organizational, communication, and interpersonal skills
- Possess a high level of self-confidence balanced with a servitude leadership approach, initiative, self-direction, and motivation

Experience

- Three (3) years of teaching experience
- Three (3) years' instructional experience beyond the classroom

Major Responsibilities and Duties

1. Coordinate the design and implementation efforts for the teacher pipeline to include facilitating professional learning, building effective relationships, communicating to affected stakeholders, gathering, and responding to data, developing agendas, and following up when necessary.
2. Coordinate and implement UTEP Teacher Residency program to include attendance at the governance meetings, leading on boarding for campus administrators, supporting residents and mentors with professional learning and coaching, facilitate meetings with community organizations, monitor funding and ensure compliance with all program initiatives and mandates.
3. Prepare, plan, and manage the Teacher Residency budget in accordance with district, state and federal guidelines.

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4. Coordinate and expedite contracts for external professional learning services as needed.
5. Collaborate with federal programs and human resources on budget and payroll Teacher Residency program and national board certification.
6. Collaborate with federal programs, finance, and human resources on the development of strategic staffing for Teacher Residents.
7. Support Teacher Residency program, teacher residents, mentors, and campus administrators through modeling, coaching, collaboration, weekly campus visits and monitoring of the program.
8. Design and support teacher leadership models, in collaboration with teacher preparation programs, from the pre-service stage to successful onboarding of new service teachers.
9. Design systemic opportunities for mentor teachers to grow as teacher leaders.
10. Work in collaboration with the district stakeholders to design and implement a successful teacher residency program.
11. Assist in the evaluation of the district and school-level professional development for impact on increased teacher effectiveness and improved academic achievement.
12. Foster an environment that focuses on quality results, continuous improvement, and working effectively as a member of a diverse team.
13. Demonstrate an understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement change to improve student learning.
14. Collaborate with various internal and external stakeholders to accomplish district and department goals.
15. Maintain articulation and alignment of Teacher Residency professional learning with departments, as well as local, state, and national professional organizations.
16. Communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
17. Assist district P-TECH teaching campuses with the development and implementation of a 12-month student work-based learning activity calendar for grades 9-12.
18. Actively participate in district P-TECH teaching campuses' monthly Steering Committee meetings.
19. Support recruitment efforts at secondary campuses by assisting with innovative programs at secondary campuses that focus on the teaching profession.
20. Perform other duties as assigned by supervisor.

Community Engagement

21. Represent the district in the community through business partnerships and activities.
22. Build and foster relationships with district partners and associations.
23. Exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the district.
24. Demonstrate awareness of school/community needs and support activities to meet those needs.

Professional Growth and Development

25. Continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback to maintain high standards for oneself and one's school.
26. Improve leadership skills through self-initiated professional activities.

Operations/Program Support

27. Conduct research and apply the best instructional strategies.
28. Analyze retention, recruitment, assessment, and survey data.
29. Monitor state and national issues and trends related to new teacher induction and teacher retention.
30. Assist in monitoring the teacher evaluation system for Teacher Residency compliance.
31. Stay abreast of current in state and federal program guidelines, procedures, rules, and laws.
32. Verify and provide information necessary satisfy local and state reporting requirements.
33. Develop, update, and implement the Teacher Residency Handbook.

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Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, frequent prolonged and irregular hours. Prolonged use of the computer; repetitive hand motions.

Terms of Employment

226 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: _____

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Date: _____

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

Employee: _____
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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.