

OpeningsasofX/X/2017

***Campus Instructional Coach - Leadership Academy XXXXX-X***

**JobID: XXXX**

**Position Type:**

Student Support: Campus

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**Date Posted:**

X/XX/2017

**Location:**

LEADERSHIP ACADEMIES

**Closing Date:**

XX/XX/2017

Campus Instructional Coach  
Leadership Academy  
PC#: XXXXX-X  
Pay Grade: 603  
Salary Range: \$50,535 - \$60,886  
Duty Days: 193

## Position Purpose

Accelerate learning to close achievement gaps and ensure a college-ready foundation for every student by working with the campus administration to develop and deliver professional development to address campus specific needs; facilitating instructional conversations during Professional Learning Committee (PLC) meetings; working one on one with teachers that require and/or request instructional support; making data driven decisions; identifying specific areas of need based on TEKS and student performance; determining appropriate interventions to support students and to bridge academic gaps in learning; and interfacing with all appropriate departments to ensure coordination and alignment of instructional practices.

## Essential Functions

- Accelerate campus transformation through 1) strong leadership, 2) effective teaching and 3) high expectations to ensure every student develops the foundation for college readiness.
- Maintains a commitment to the district motto, mission, vision, and values; models district expectations through personal leadership and example; and actively supports the efforts of others to achieve district goals.
- Promotes an environment of cultural competency and responsiveness for students, parents, staff and stakeholders.

### *Coaching and Training*

- Provides on-site support through coaching and modeling.
- Assists instructional staff with the implementation of instruction that is aligned with state and district standards, curriculum frameworks, and assessments.
- Serves as a lead trainer for professional development for teachers and other district staff; plans follow-up activities.
- Organizes opportunities for staff to observe and participate in discussion and conferencing activities as part of a peer coaching process.
- Meets with fellow coaches and central office administrators to participate in professional development and planning.

### *Monitoring*

- Assists the principal and the school improvement team in the planning and implementation of the school's effort to increase the academic achievement for all students.
- Meets with leadership and teacher teams to analyze and interpret data, utilizing these analyses to identify areas of need in the core program.
- Facilitates instructional conversations during Professional Learning Committee (PLC) meetings
- Assists in the development of methods to evaluate the effectiveness of a school's efforts to improve instruction.
- Assists in the coordination of grant activities, special services, intervention, and progress monitoring strategies.
- Maintains and submits logs and documentation in a timely manner.
- Stays abreast of current research and trends in pedagogy.

### *Additional Duties*

- Performs all job related duties as assigned and in accordance to the Board rules, policies and regulations.
- Exhibits high professionalism, standards of conduct and work ethic.
- Demonstrates high quality customer service; builds rapport/relationship with the consumer.
- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork. Responds and acts appropriately in confrontational situations.

## Knowledge, Skills and Abilities

- Knowledge of current teaching methods and educational pedagogy, including the differentiation of instruction based upon student learning differences.
- Knowledge of test construction and basic psychometrics.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively, both oral and written forms.

- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

## Travel Requirements

- Travels to school district buildings and professional meetings as required.

## Qualifications

- Bachelor's degree; Master's degree preferred
- Valid Texas teaching certificate required, ESL certification preferred
- Three years credible teaching experience in the content field and level
- Demonstrated ability to work with multi-ethnic populations in an urban multicultural setting.
- Demonstrated excellent communication (written and oral) and interpersonal skills.
- Demonstrated ability to work collaboratively with a diverse community, district staff members, parents, community and the public.

## Physical Job Requirements

### PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

### Physical Demands/Environmental Conditions

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.

