

Job Title: MATH INSTRUCTIONAL COACH
Reports to: Chief Instructional Officer
Dept./School: Curriculum and Instruction
Wage/Hour Status: Exempt
Date Revised: August 16, 2021

Primary Purpose

Supports District Math Teachers with the implementation of the Sandra Garza Math Curriculum to improve student achievement while striving to meet HB 3 goals. The Math Instructional Coach reviews and understands the curriculum, resources, and materials to provide the needed support for Math instruction for grade spans: K-2, 3-5, and 6-7. This position will lead the math collaboratives, will provide support for classroom teachers, and will model the appropriate implementation of instructional strategies for specific targeted TEKS while serving as the contact person for any questions that arise.

QUALIFICATIONS

Education/Certification

Bachelor's degree from accredited university
Valid Texas Teaching certificate

Special Knowledge/Skills

Ability to interpret policy, procedures and data
Ability to coordinate, plan and implement state and district initiatives Knowledge of curriculum and state standards (TEKS)
Knowledge of current techniques and procedures in the design and development of curriculum Good computer and presentation skills
Strong organizational, communication, and interpersonal skills
Communicate instructional practices that results in increased student performance Knowledge of DMAC applications for testing and reporting purposes
Knowledge of creating videos with Zoom and Screencastify
Knowledge of technology platforms (i.e., Google Classroom, Zoom and others as required)
Ability to work with Adobe, Google Apps and Microsoft Office applications preferred

Experience

5 years teaching experience
2 years teaching Sandra Garza Math – preferred

MAJOR RESPONSIBILITIES AND DUTIES

Instructional and Program Management

1. Point of contract to communicate and coordinate instruction with Sandra Garza, Math Curriculum Consultant for assigned grades regarding questions about content, assessments, instructional delivery or training.
2. Coordinates training with Sandra Garza for Six Weeks Math Trainings each six weeks and summer.
3. Facilitates and attends all Sandra Garza Math Curriculum trainings in the District.
4. Records all Sandra Garza Math Training sessions and provides copy to C&I to upload the videos to the Planning Protocol Dashboard.
5. Leads the Math Collaboratives with teachers on a bi-weekly basis along with training sessions.
6. Models the appropriate implementation of instructional strategies for teachers.

7. Provides coaching on the implementation of targeted strategies.
8. Provides a list to C&I of any hands-on materials and consumables needed by classroom teachers for the instructional delivery of the Sandra Garza Math Curriculum.
9. Organizes a weekly schedule for planning protocol sessions, and support time to assist teachers.
10. Works with the campus principals, if needed, to ensure teachers needs are being addressed effectively.
11. Assists with monitoring the K-3 HB 3 Goals and student achievement with review of data during RTI days.
12. Assists teachers in creating lessons that promote student engagement through the use of Pear Deck, ScreenCastiy, KAMI or other technology extension.

Policy, Reports, and Law

13. Adhere to and implement the policies established by federal and state law, State Board of Education rule and Board policy in curriculum and state initiatives.

Communication

14. Establish and maintain open communication with supervisor, colleagues, coordinators, principals, teachers and consultants.
15. Maintain a professional relationship with colleagues and consultants.
16. Use effective communication skills to represent information accurately and clearly.

Professional Growth and Development

17. Maintains professional competence through professional development, such as Screencastify, Kami, Google Educator Level 1, Pear Deck, Zoom.
18. Performs duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.

Other

19. Perform other duties as assigned by supervisor.
20. Maintain confidentiality at all times.

Supervisory Responsibilities

None

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____