

Job Title:	Instructional Coach
Reports to:	Chief Academic Officer
Dept./School:	Campus and Curriculum and Instruction
Wage/Hour Status:	Exempt
Date Revised:	July 27, 2026

Primary Purpose

The Instructional Coach will work as a colleague with elementary classroom teachers to support student learning. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about research-based effective instruction. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

QUALIFICATIONS

Education/Certification

Certified Teacher in appropriate level
Master's degree in Education or appropriate area (preferred)
Experience in research-based instructional practices Proficiency
with curriculum and data analysis software Desire to continue
career improvement

Special Knowledge/Skills

- Knowledge of curriculum and state standards (TEKS)
- Strong organizational, communication and interpersonal skills
- Ability to interpret policy, procedures, and data
- Ability to coordinate, plan and implement state/district initiatives
- Facilitate the intellectual and professional development of teachers
- Create positive relationships with teachers and administrators
- Communicate and demonstrate research-based instructional practices that result in increased student performance
- React to change productively and handle other tasks as assigned

Experience

Five years of classroom experience
Experience in instructional leadership roles

MAJOR RESPONSIBILITIES AND DUTIES

Instructional and Program Management

1. Demonstrate willingness to assume leadership positions.
2. Demonstrate knowledge of research-based instructional strategies that engage all students.
3. Provide organized, individual, and group learning opportunities for teachers as needed.
4. Demonstrate knowledge using a variety of assessment tools.
5. Demonstrate a thorough knowledge of curriculum and subject matter.
6. Provide support in analyzing student assessment data.
7. Assist teachers with designing instructional decisions based on assessment data.
8. Provide support for classroom motivation and management strategies.
9. Assist teachers in creating materials that are in alignment with curriculum.
10. Monitor intervention programs by observing and meeting with teachers.

11. Provide teachers with Internet links related to instruction and curriculum.
12. Instruct and support teachers with curriculum and data analysis software products.
13. Provide assistance in researching instructional and/or curriculum issues.
14. Model lessons when appropriate.
15. Provide encouragement and emotional support to teachers.
16. Encourage ongoing professional growth for all teachers.
17. Manage time and schedule flexibility that maximizes teacher schedules and learning.
18. Work positively toward meeting identified district and campus improvement goals.
19. Develop and maintain a confidential, collegial relationship with teachers.
20. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
21. Attend workshops/conferences to learn about new innovative instructional strategies.
22. Analyze student achievement data to identify campus and district needs. These areas of need guide decisions on staff development to improve the teaching and learning process.
23. Work cooperatively with central office staff, principals, and appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.

Policy, Reports, and Law

24. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.
25. Ensure compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
26. Compile, maintain, and present all reports, records and other documents required to meet state guidelines.

Budget

27. Report to Supervisor on the status of the instructional programs.

Communication

28. Provide for two-way communication with principals, teachers, staff.
29. Demonstrate skill in conflict resolution with administrators, teachers, staff.
30. Monitor professional research and disseminate ideas and information to other professionals.

Professional Growth and Development

31. Attend School Board of Trustee meetings as needed.
32. Attend professional staff development as needed at the state and region area to keep abreast of current practices.
33. Perform duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethics for Educators.
34. Exemplify loyalty through professional behavior, action and words to the District, Board of Trustees, colleagues and supervisor.
35. Maintain an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

Other

- 36. Perform other duties assigned by supervisor.
- 37. Maintain confidentiality of information.

Supervisory and Instructional Responsibilities

- 38. Assist classroom teachers with various instructional models, classroom management, lesson plan development, etc. as needed.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent district-wide and occasional state-wide travel. Occasional prolonged and irregular hours.

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:** _____