

# Dumas ISD Instructional Coach Job Description

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<b>Job Title:</b>	<b>Instructional Coach</b>	<b>Wage/Hour Status:</b>	<b>Exempt</b>
<b>Reports to:</b>	<b>Principal</b>	<b>Pay Grade:</b>	<b>7</b>
<b>Dept./School:</b>	<b>Assigned Campus</b>	<b>Date Revised:</b>	<b>2/25/2015</b>

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## **Primary Purpose:**

The Instructional Coach will work as a colleague with classroom teachers to support optimal 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.

## **Qualifications:**

### **Education/Certification:**

Bachelor's degree from accredited university  
Valid Texas teaching certificate with required training for subject and level assigned  
Demonstrated competency in the core academic subject area assigned

### **Special Knowledge/Skills:**

Knowledge of core academic subject assigned  
General knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

### **Experience:**

At least three years teaching experience

## **Major Responsibilities and Duties:**

### **First Year Teacher Academy (FYTA)**

1. Attend the Ginger Tucker Mentor Training.
2. Provide mentoring for first year teachers new to the profession.
3. Meet periodically with new staff to discuss classroom techniques and respond to questions.
4. Work directly with the campus principal to assure each campus team member receives proper information for the campus.
5. Work collaboratively with other mentors and mentees to establish best learning practices.

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#### **Program Management and Instructional Strategies**

6. Attend scheduled meetings with district and or campus lead teachers.
7. Attend staff development, disseminate information and serve as a trainer of teachers during district workshops.
8. Communicate and demonstrate researched-based instructional practices that result in increased student performance on STAAR.
9. Meet with core area teachers and assist them in creating tests, benchmarks, and lesson plans every six weeks.
10. Set deadlines for six weeks test to be submitted as well as lesson plans.
11. Hold weekly meetings with core subject teachers to discuss any new strategies or skills and to discuss any difficulties teachers are having.
12. Support teachers in their classrooms as well as model lessons if needed, assist with the students during tier time, or with any questions teachers may be experiencing.
13. Analyze and utilize assessment data to plan effective instruction.
14. Input data into DMAC for benchmarks and then discuss results with teachers.
15. Assist principals in monitoring classroom instruction, data analysis and implementation of program/curriculum.

#### **Student Growth and Development**

16. Pull out students that need instructional intervention.
17. Work with students on skills that need attention and model strategies students are lacking.
18. Participate in after school tutorials with teachers and struggling students.
19. Prepare instructional lessons that reflect accommodations for differences in student learning styles.
20. Help students analyze and improve study methods and habits.
21. Conduct ongoing assessments of student achievement through formal and informal testing.
22. Use technology to accelerate development of struggling students.

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#### **Classroom Management and Organization**

23. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
24. Manage student behavior in accordance with Student Code of Conduct and student handbook.
25. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
26. Assist in selection of books, equipment, and other instructional materials.

#### **Communication**

27. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
28. Maintain a professional relationship with colleagues, students, parents, and community members.
29. Use effective communication skills to present information accurately and clearly.

#### **Professional Growth and Development**

30. Participate in staff development activities to improve job-related skills.
31. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
32. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
33. Attend and participate in faculty meetings and serve on staff committees as required.

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## Supervisory Responsibilities:

Supervise assigned teacher aide(s).

## Working Conditions:

### Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing.  
Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

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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 by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

