DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	**Instructional Coach** (All Levels)	**Wage/Hour Status**:	Exempt/Professional
Reports to:	Campus Principal	**Pay Grade**:	AP-2
Dept. /School:	Curriculum and Instruction	**Date Revised:**	April 28, 2025

Primary Purpose: Responsible for coaching and supporting classroom teachers to promote continuous development of instructional practices. Provide leadership and expertise to enhance instructional effectiveness and create a positive learning environment. Deliver content instruction, model effective teaching strategies, and guide teachers in applying research-based instructional methods. Assist in analyzing student assessment data and developing plans to support teachers and students in achieving the best educational outcomes. Observe classroom performance of assigned teachers.

Qualifications:

Education:

- Master's degree from an accredited university
- Valid Texas teaching certificate

Special Knowledge/Skills:

- Extensive knowledge and training of curriculum design and instructional strategies
- Ability to interpret data and evaluate instruction programs and teaching effectiveness
- Ability to develop and deliver professional develop to adult learners
- Strong organizational, communication, and interpersonal skills
- Successful leadership in facilitating groups, delivering staff development and coaching staff
- Knowledge of the current accountability system and the existing standards for student growth and achievement

Experience:

- Minimum of three years of classroom experience
- Applicants with previous experience in an instructional coaching role or a similar capacity, such as an Instructional Coach or Instructional Specialist, at a campus-wide or district-wide level preferred.
- Applicants should have a demonstrated record of providing coaching and support to teachers in areas such as best practices, pedagogy, and instructional strategies

Major Responsibilities and Duties:

1. Work collaboratively with assigned classroom teachers to establish measurable and realistic objectives related to both the teacher's individual professional development and student learning.

2. Support the continuous professional growth and improvement of teacher instructional skills through classroom visits, coaching and collaborative problem solving.

3. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation.

4. Demonstrate teaching strategies with students in the classroom as well as co-teach alongside classroom teachers to model effective instructional strategies and provide hands-on support in lesson delivery.

5. Provide extended learning opportunities for students in need of intervention.

6. Support teacher effectiveness in accordance with established district programs.

7. Plan and provide appropriate staff development for teachers, administrators, and staff.

8. Facilitate professional learning communities and assist with lesson design and implementation.

9. Serves as a content specialist by staying current on research, developing instructional strategies for implementation across the grade levels, and designing staffing development for teachers on effective strategies.

10. Model best practices in teaching, instructional planning, classroom management, and assessment strategies to enhance teacher skills and student outcomes.

11. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.

12. Collaborate with school leadership to align instructional goals with district priorities and ensure consistency across grade levels and subject areas.

13. Foster a positive learning culture by supporting teachers in implementing strategies to engage all students and meet diverse learning needs.

14. Create quality aligned district assessments and develop curricular or behavioral support materials as needed.

15. Lead and/or provide professional development with content coordinators in addition to campus staff.

16. Assist campuses as needed with school duties.

17. Disseminate information regarding current research and significant developments on the state and national levels in the area assigned.

18. Work with identified student groups as identified by the campus principal.

19. Compile, maintain, and file all reports, records, and other documents required.

20. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

21. Perform duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators

22. Follow district safety protocols and emergency procedures.

23. Performs other tasks and assumes such responsibilities as related to the position as assigned

24. Establishes and meets performance goals annually.

25. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district-wide travel; occasional prolonged and irregular hours; moderate standing, stooping, bending, and lifting

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide functions

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.

Employee Printed Name_____

Signature_____**Date**_____