International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Area Academic Coordinator

Exemption Status/Test: Exempt

Reports to: Academic Director

Date Revised: 8/2025

Dept./School: Curriculum and Instruction

Primary Purpose:

Provide and evaluate leadership for the instructional programs of ILTexas in core content, bilingual/EB, and LOTE; Responsible for the effective and efficient operation of the curriculum and instruction department that includes curriculum and instruction; Responsible for coaching team (ICs) in collaboration with the campus administrators to ensure a systematic approach to teacher coaching and implementation of the ILTexas curriculum program model. Provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the curriculum and instructional services, assessment, research and evaluation services.

Qualifications:

Education/Certification:
Master's degree in education administration
Valid Texas teaching certificate

Special Knowledge/Skills:
Knowledge of curriculum design and implementation
Demonstrates ability as an instructional leader
Expert skills with Excel and data mining (data analysis to action) and teaching effectiveness
Effective communication and interpersonal skills
Strong organizational skills
Thorough understanding of TEKS and curriculum instruction

Experience:
Five years of teaching experience
Five years of experience in instructional leadership roles at multiple levels

Major Responsibilities and Duties:

Instructional and Program Management

A. Assist the principal(s) in developing, maintaining, and using information systems to maintain record and track progress on campus performance objectives and academic excellence indicators.

1. Utilizes knowledge of curriculum content and the curriculum development process to facilitate teacher development of appropriate learning experiences for pupils.

2. Plans, implements, and evaluates Texas Essential Knowledge Skills-based instructional programs with teachers and principals, including learning objectives, instructional strategies and assessment techniques.

3. Lead the coaching team in aligning teacher coaching around high leverage action steps and documentation in coaching observation platform.

4. Conduct instructional observations, record observations, and conduct conferences with staff that result in diagnostic and prescriptive feedback for growth and improved performance.

5. Lead the implementation of effective professional learning communities (intellectual preparation protocol/ lesson plan internalization & bite-sized differentiated professional development).

6. Works with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.

9. Collaborate consistently with campus and district personnel to maintain and improve instructional programs and priorities.

7. Encourages and supports the development and implementation of innovative instructional programs to achieve identified needs.

8. Is effective in involving instructional staff in evaluating and selecting instructional materials to meet student learning needs.

9. Facilitates the use of existing technology in the teaching/learning process.

10. Secures consultants, specialists, and other community resources for principals and supervised instructional staff to assist in attaining objectives.

11. Uses the mission of ILTexas, program evaluation outcomes, input from teachers and others to provide effective staff development activities.

12. Oversee testing programs for the assigned subject area and make recommendations for improvement where appropriate.

13. Foster collegiality and team building among staff members; encourage their active involvement in decision-making process around campus and teacher action steps aligned with the ILTexas program model.

14. Coordinate the ordering and use of departmental instructional aids and materials for assigned subject areas.

15. Participate in development, preparation, and administration of the budget for supplies, equipment, and facilities in the area of assignment.

School/Organizational Climate

1. Support the campus administrators at the campuses they serve to promote a positive, caring learning environment.

2. Promote expectations for high-level performance to staff and students; recognize excellence and celebrate achievement.

16. Communicates effectively with staff

17. Demonstrates skill in conflict resolution

18. Responds appropriately to situations that could impair the teaching/learning process.

School/Organizational Improvement

19. Works cooperatively with others in developing the mission and articulating a vision for ILTexas.

20. Systematically monitors school improvement and district-wide evaluation activities.

21. Demonstrates appropriate use of student achievement data in interpreting, reporting and acting on results

22. Actively supports the efforts of others to achieve district wide Charter goals and objectives

Professional Growth and Development:

23. Participation in professional development programs leading to improved job performance

24. Actively seeks and utilizes evaluative feedback regarding his/her performance

25. Develops, uses, and evaluates ideas and/or innovative approaches to improve his/her job performance.

26. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Ethics for educators.

Other

27. Any and all other duties as assigned by your immediate supervisor.

Supervisory Responsibilities:

Area Instructional Coaches

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 districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____