



## INSTRUCTIONAL COACH

**Job Description:** Instructional Coach

**Essential Functions:** To assist the Principal in implementing the mission of Amigos Por Vida which is to empower our students to become life-long learners and achieve academic and personal success, by providing an excellent education in a safe environment.

**Job Qualifications:** Appropriate Texas Certification  
Multiple Year & Multiple Grade Level Experience  
Masters Degree in Subject Area Preferred  
English & Spanish Proficiency (Listening, Speaking, Reading, and Writing) Preferred

### Instructional/Curricular Functions

- Submit a weekly calendar to the principal that indicates instructional activities, meetings, and projects that are being worked.
- Walk through classrooms for the subject areas for which he/she are responsible and provide constructive feedback using the classroom visitation notebooks. CC administrators if feedback is sent via email.
- Conduct, with others, bi-weekly campus walk-throughs (CWT) and participate in debriefings.
- Participate and prepare for (when necessary) weekly Instructional Leadership Team (ILT) meetings, faculty meetings and weekly Professional Learning Community (PLC) meetings (every Wednesday).
- Assist teachers in disaggregating, analyzing, and evaluating student performance data on an ongoing basis so that instructional time is maximized.
- Oversee collection, organization, analysis of performance data, and prepare its display for the school's data rooms.
- Assist instructors in the development, integration, and alignment of curriculums across academic programs by identifying appropriate federal / state standards for grade level /subject area(s) for programs and ensuring appropriate pacing, sequencing and alignment so as to ensure the highest levels of student achievement.
- Work with publishing companies to secure materials that support the school's curriculum.

- Assist classroom teachers and instructional aides in the use of best practice through effective teaching strategies and model these practices and strategies in classroom through demonstrations as needed.
- Support teachers in developing thematic units and lesson plans that integrate and align state and campus curriculums that are differentiated to meet the needs of the students.
- Assist teachers with guidance for the development of appropriate intervention strategies/materials/trainings for working with students at risk of academic failure.
- Provide Tiered Intervention to students as is necessary.
- Assist teachers in developing systematic, valid, and reliable assessments to measure student mastery of learning as necessary.
- Prepare and provide in a timely manner, as is necessary, campus common assessments (CCAs) and benchmarks for applicable grade levels and subjects.
- Inform instructional staff of professional development opportunities; coordinate and present in-services based on campus needs.
- Serve as a mentor to new teachers in all aspects of classroom instruction.
- Assist in the selection, purchasing, distribution, use, and return/inventory of research based materials and resources for classroom use, interventions, and tutorials, including technology integration.
- Keep up to date with current research, strategies, and program ideas for content area, instruction, and technology by attending and participating in meetings, conferences and professional growth activities to maintain one's understanding of best practice / trends and disseminate information/knowledge to instructional staff.
- Recommend and maintain professional associations with agencies and professional organizations that oversee programs, content areas, and grade levels.
- Assist in the selection of teachers/instructional paraprofessionals and in determining assignments.
- Organize, assist, and attend special events for parents such as academic nights, open house, etc.
- Assist with grant oversight, implementation and documentation.

**Classroom / Campus Climate Responsibilities:**

- Establish and enforce discipline procedures and expectations for students so that students can self-discipline and self-direct their learning on campus and in the classroom.

- Assist Teachers in developing and maintaining a classroom behavior management plan that incorporates the following components: Structure, Teach Expectations (CHAMPs/MAC), Observe and Monitor, Interact Positively, and Correct Fluently.
- Assist in with building and maintaining a school environment that is student oriented and student safe.
- Co-create:
  1. An enjoyable place for everyone to be
  2. a place that celebrates success
  3. a place that fosters mindsets and skills so that people make themselves great and others greater

**Professional Communication:**

- Demonstrate correct written communication with students, instructors, parents, and patrons.
- Effectively use verbal/ non-verbal communication with all publics.
- Effectively use communication to encourage reluctant students and instructors to participate in the learning /teaching process.
- Demonstrate appropriate written/verbal communication with all publics.
- Demonstrate support and courtesy through professional communication.

**Other:**

- Attend board meetings, when necessary, to share information, data, trends, etc.
- Work collaboratively with other members of the instructional leadership team to move all instructional programs and ultimately the campus to the highest academic status possible.
- Be a role model for others by being respectful towards others, by being responsible for one's actions and words, and by being cooperative with one another.
- Perform other duties as assigned.