

Job Description – Instructional Coach/Interventionist

Primary Function: Under the direct supervision of the campus principal, provides multifaceted support to both staff and students. It aims to improve student academic achievement through direct intervention and by providing professional learning support to teachers in the form of coaching, modeling, and targeted professional development. The instructional coach/interventionist also works with the Curriculum and Instruction department to provide professional development in the design and delivery of effective curriculum and research-based instructional practices.

Responsibilities/Duties:

Program Implementation & Coaching

- Supports the philosophy and vision of Lake Travis ISD
- Facilitates the intellectual and professional learning of teachers through professional development sessions and individual coaching cycles
- Assists with the implementation and improvement of District and campus initiatives such as Professional Learning Communities and common assessments
- Models instructional strategies that ensure rigorous core instruction and provides timely, specific feedback on student learning
- Communicates and demonstrates research-based instructional practices that result in increased student performance
- Assists/trains teachers in the use of District approved and/or adopted resources
- Develops relationships with adults that lead to positive change in instructional practices and student achievement
- Assists teachers with understanding state standards for proficiency at all grade levels and content areas
- Assists individual teachers and teams of teachers with analyzing multiple sources of data, including student work, to reflect on student growth and determine appropriate instruction
- Understands effective instructional practices and assists teachers in implementing these practices
- Observes classroom instruction and provides timely and specific feedback with a focus on students' learning and growth
- Conducts coaching conversations with individual teachers and teams of teachers to promote reflection and instructional improvement
- Effectively communicates and collaborates with district and campus leadership, teachers, students, paraprofessionals, parents and community
- Supports and participates in meeting the objectives of the district and campus improvement plans
- Conducts research to assist other campus and District leaders with resource selection and evaluation of curriculum materials
- Attends and participates in required meetings

Intervention & Program Management

- Supports the implementation, monitoring and/or evaluation of assigned programs for elementary and secondary education, curriculum and/or instructional support, and ensures that assigned programs are efficiently and effectively administered

- Maintains accurate records and reports as required by the campus or District
- Aligns work with district efforts in area assigned
- Attends professional learning sessions and collaborates with other district instructional coaches/interventionists to improve knowledge and skills
- Provides support in appropriate programs of instruction, monitoring, and assessment with fidelity to meet individual student needs and remediate academic problems
- Serves as a support to students in a push-in and/or pull-out model as assigned, and maintains accurate records for individual students receiving interventions
- Works with leadership to develop schedules that facilitate students receiving individualized instruction.

Professional Development

- Plans and delivers high-quality professional learning and support to teachers and teams of teachers regarding the design and delivery of curriculum, effective instructional strategies to meet the needs of all learners, including but not limited to special student groups such as ELL, GT and others, and assessment of learning practices into day-to-day teaching and learning

Communication

- Plans and conducts teacher meetings
- Consults with administrators, counselors, teachers and other relevant individuals regarding struggling students
- Maintains a professional relationship with all colleagues, students, parents and community members
- Uses effective communication skills to present oral and written information accurately and clearly
- Responds in a timely and positive manner to all requests for support from campus and district administrators
- Coordinates departmental activities with other district offices and administrators and provides assistance to requesting departments

Policy Implementation

- Follows District and department policies and procedures
- Complies with policies established by federal and state law, including but not limited to State Board of Education and local Board policy
- Assumes responsibility for compiling, maintaining and filing all reports, records and other documents required

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Interpersonal skills using tact, patience and courtesy
- Consulting/collaboration skills
- Oral and written communication and the ability to utilize technology for communication
- Effective instructional strategies, research-based effective practices in content areas and effective use of instructional technology

- Effective professional learning practices
- Operation of a computer and assigned software

Ability to:

- Analyze student data and use instructional platforms to gather and organize student, teacher, and campus-level achievement data
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines.
- Plan and organize work
- Structure own time and manage multiple priorities
- Work closely with the building and district administrators to coordinate and implement the work of a professional learning community

Education/Licenses/Experience: Valid Texas Teaching certificate at the appropriate level for assignment (elementary and/or secondary). Master's degree from an accredited college/university preferred. Minimum of three years successful teaching experience in instructional area. Evidence of research/best practices in instructional area. Instructional coach experience or campus admin experience preferred.

Working Conditions:

Mental Demands: Ability to communicate (verbal and written); ability to instruct; maintain emotional control under stress.

Physical Demands/Environmental Factors: Occasional prolonged and irregular hours.

Calendar and Salary Range: 217 work days. See Professional Compensation Plan for salary range.

Revised: 05.08.06

The foregoing statements describe the general function 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 Signature

Date