

Experience using student and campus level data to select, implement and differentiate instructional methods designed to meet each student's individual needs

Major Responsibilities and Duties:

1. Conduct needs analysis to identify teaching and learning needs at each campus and organize and implement problem solving strategies with teachers and administrators.
2. Facilitate training and coaching in areas that include but are not limited to: effective instruction, differentiation, and data-driven instruction.
3. Assist with design and implementation of high-quality building-level professional development.
4. Work with teachers (in teams or individually) to refine their knowledge and skills. Methods of instruction will include: modeling effective instruction using a gradual release structure, co-teaching, peer observation and in-class coaching.
5. Work with teachers to assist with the structure of common planning time and determine accountability measures to ensure common planning time is used effectively.
6. Facilitate protocols for assessment of student work to drive instructional decisions.
7. Assist with the design and implementation of lesson planning and common assessment.
8. Assist with integration of TEKS into curriculum focal points.
9. Participate in instructional coach training assigned by the district.
10. Coordinate instructional coaching cadre at schools with teacher-coaches.
11. Required to complete a coaching report for each session of coaching or technical assistance provided to a teacher/campus.
12. Respond promptly to telephone and email inquiries from teachers and administrators.
13. Perform other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Ability to think clearly in stressful situations and a high stress tolerance required, high physical stamina necessary and extended amount of walking necessary. Travel between campus assignments; occasional district wide and statewide travel; frequent prolonged and irregular hours. Use of computers and related equipment. Occasional lifting up to 35 pounds.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.