

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Title I Campus Coach	Wage/Hour Status:	Exempt
Reports To:	Principal	Pay Range:	820/830
Dept./School:	Campus	Date Revised:	5/15/2023

This position is Title 1 funded and is contingent on availability of funding

Primary Purpose:

This position serves as the instructional link between the campus and the Academic Services department by working closely with campus administrators, teachers, and members of the Academic Services team. The Instructional Coach is a key facilitator of curriculum initiatives/expectations and building teacher capacity for effective instruction on the campus. One of the critical roles of this position is to collaborate with campus PLCs and facilitate the professional growth of all campus staff. This position is supervised by the campus principal with input from the Directors of Elementary/Secondary Academic Services.

Qualifications:

Education/Certification:

Bachelor's Degree (required)

Master's Degree (preferred)

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Special Knowledge/Skills:

Ability to model effective classroom instruction

Expertise of core academic subjects assigned

Understanding of curriculum and instruction research and its implications for best practice

Expertise in effective lesson design

Ability to analyze, interpret, and use student data to guide instruction

Ability to plan, monitor, and evaluate outcomes of targeted intervention and enrichment

Ability to speak and write effectively for a variety of audiences

Strong organizational, communication, and interpersonal skills

Experience in leading professional learning

Proficiency in technology

Job Title: Title 1 Campus Coach

Experience:

Three years of teaching experience

Experience as a team leader/department head (preferred)

Major Responsibilities and Duties:

Coordinate and communicate between Academic Services department and campus administration

Collaborate with district curriculum coordinators to ensure effective implementation of the district curriculum

Contribute to curriculum and assessment development on an as-needed basis

Attend and participate in district and campus curricular training sessions, committee meetings, and work sessions as required to support the instructional program

Maintain a positive and effective relationship with principals, coordinators, teachers, and students

Communicate and support expectations that are consistent with district culture and objectives

Collaborate with campus administration in the development and monitoring of the Campus Improvement Plan

Develop procedures to facilitate collaborative decision-making processes, foster and promote collegiality, and team building

Support teachers in analyzing data and planning instruction

Provide one-on-one teacher assistance in content and program areas

Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement

Model teaching strategies and instruction with students in the classroom

Monitor student achievement data and interpret, report, and act on results

Participate in the MTSS process and lend expertise to Tier placement decisions

Monitor professional research and disseminate ideas and information to other professionals, and provide leadership in identifying trends and opportunities, as well as solve problems related to instruction

Plan and facilitate teacher professional learning on an as-needed basis (Campus and District-wide Professional Learning)

Actively seek learning opportunities for personal growth and for the growth of the campus

Demonstrate behavior that is professional, ethical, and responsible, and serve as a role model for all district staff

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

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Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 5/15/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature:

Date:
