



Job Title: Coordinator – Instructional Leadership

Exemption Status/Test: Exempt

Reports to: Executive Director of Leadership

Date Revised: August 2021

Dept. /School: Leadership

Primary Purpose:

Serve as the coordinator for the Executive Director of Leadership and campuses to oversee and monitor effective support structures. Facilitate, coordinate, and monitor the necessary support to campuses at the high school level in order to serve the academic needs of all students to increase student performance and performance regarding Graduation eligibility, EOC, CCMR, College For All, etc. and high school courses at the middle school level. Monitor, communicate, and respond to student data in order to identify areas of concern and provide the needed support for the EDL team, campuses, and teachers. Assure implementation of the Academic Acceleration Plan.

Qualifications:

Education/Certification:

Master's Degree
Valid Texas Teaching Certificate
Valid Texas Administrative Certificate

Experience:

Minimum of three (3) years successful teaching experience in a public school setting
Evidence of development, design and delivery of presentations and staff development

Special Knowledge/Skills:

Ability to effectively work as a member of a cross-functional team
Knowledge of compliance, processes, and state and local requirements related to graduation requirements, EOC, CCMR, and Early College
In-depth understanding and experience working with district curriculum and online courseware
Ability to review and interpret data and evaluate instructional programs and teaching effectiveness
Ability to provide training and campus support for programs
Strong organizational, communication, and interpersonal skills
Ability to work with others; conflict management skills
Evidence of development, design and delivery of presentations and staff development
Ability to implement policy and procedure and ensure carried out with fidelity

Major Responsibilities and Duties:

1. Collaborate with the Executive Director of Leadership and other leadership team members to monitor, analyze, and respond to student data, including EOC, CCMR, Graduation Rate, Attendance Rate, and SEL.
2. Make recommendations for areas of support based on data and knowledge of campuses.
3. Works with the EDL team throughout the summer to develop strong plans for the following year.
4. Assisting in implementing, overseeing, and supporting all high school campuses failure prevention programs in Grade/Cycle/Credit Recovery efforts.

5. Assists with identification and completion of students eligible for IGCs.
6. Coordinate data review meetings with the leadership team members to review campus data and proactively identify areas of support.
7. Support professional development based on district and campus needs assessments.
8. Assist with coordination, monitoring and implementation of campus support.
9. Coordinate Special Programs (ROC): Fall-Mini, Spring-Free and Mini-Mester & assist with Jump-Start at the Middle School level.
10. Utilizing researched, proven best practices, deliver district and campus training regarding the implementation of data sources and scaffolding of core instruction to improve achievement of all students.
11. Use assessment data to improve outcomes of the teaching/learning process.
12. Work collaboratively with other instructional delivery team members.
13. Systemically monitors the effectiveness of campus support structures and provides recommendations for adjustment.
14. Collaborates with campus leadership on campus support structures.
15. Coordinates and monitors effective deployment of campus support to improve tier on instruction and to assure effective implementation of the Academic Acceleration Plan.
16. Provide leadership to instructional staff in evaluating and selecting materials to meet the needs of all students.
17. Assist in coordination, collection, and maintenance of student and campus-level data.
18. Systematically monitor effectiveness of instructional programs and provide continuous support to instructional staff and campus principles to achieve campus and district goals.
19. Assist in preparation of reports, recommendations and inventories relative to student performance.
20. Serve as an intervention expert to support campus teams in implementing tier 2/3 interventions, including coordination of planning, testing, training intervention teams, and placement of students.
21. All other duties as assigned.

District/Organizational Improvement

22. Supports efforts of principals and teachers to achieve district goals as measured by the Texas Academic Performance Standards in order to achieve overall performance.
23. Systematically monitors effectiveness of instructional programs by observations and analysis of campus and district test data.
24. Works cooperatively with other district staff in developing the mission and articulating the vision in the district's instructional program.

Policy, Reports, and Law

25. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
26. Compile, maintain, and file all reports, records and other documents as required.

Budget

27. Provide input on the development of the department budget based on needs assessment.

Communication

28. Establish and maintain a professional relationship and open communication with district leaders, instructional delivery support team members, principals, teachers, staff, parents, and community members.
29. Communicate and collaborate with other departments, district staff, parents, students, and community members in a manner that convey respect, concern, and high expectations.

Community Relations

30. Articulate the district's mission, instructional philosophy, and instructional programming to the community and solicit its support in realizing the district's mission.

31. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
32. Use appropriate and effective techniques to encourage community and parent involvement.
33. Foster rapport between the district and the community through positive involvement and civic activities.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers 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 district wide 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 responsible and duties that may be assigned or skills that may be required.