



Job Description

Job Title: Instructional Coach
Reports to: Middle and High School Principal
Department: Academics

Position Type: Full-Time - Exempt
Work Hours: 7:30-4:00 (M-F)

Job Summary: The Instructional Coach works directly with academic staff, guiding and supporting the academic experience in a school environment. The Instructional Coach provides guidance and support to new teaching staff, guides and supports the curriculum development and implementation process.

Essential Responsibilities:

- Design and implement well organized individual and group learning opportunities for teachers and school leaders.
- Support the development of high-quality professional learning communities.
- Trains and supports teachers and staff on all curriculum programs and technology software.
- Supports teachers in maximizing the implementation of the curriculum.
- Introduces and implements new student enrichment programs, under the direction of the principal.
- Analyzes student data to set goals for improvement.
- Trains and supports teachers in implementing school improvement goals.
- Support the instructional development of all teachers in understanding the curriculum, standards, varied assessments, and data analysis.
- Assist teachers in understanding BHA's mission and vision and its relationship to the classroom and pedagogy.
- Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
- Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and students' success.
- Develop staff members' knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs.
- Develop coaching plans for teachers to ensure student improvement.
- Assist teachers in aligning their instruction with strong teaching methods, standards, and student data.

Required Skills and Abilities:

- Excellent communication skills both written and verbal.
- Excellent Interpersonal skills.
- Extensive experience in training and development of instructional staff
- Demonstrated skills working with a diverse student and workforce population.
- Strong communication skills: ability to communicate effectively in English (verbal and

- written)
- Reliable and dedicated individual
- Collaborative and works well in a team-oriented atmosphere
- Proven ability to work cooperatively and effectively with colleagues and adult learners
- A strong understanding of Islamic etiquettes, manners, and appropriate behavior
- Ability to operate common office machines
- Ability to understand and follow oral and written instructions

Education and Experience:

- Bachelor's Degree in Education, Organizational Development or related field, required.
- Master's Degree in Education, Curriculum and Instruction, or related field, preferred.
- Minimum 7 years' experience teaching.
- Texas state certified
- Prior experience working as an instructional coach

Physical Requirements:

- Prolong periods of sitting at a desk and working on a computer.
- Periods of standing, bending and walking.

The ideal candidate should possess a philosophy which is centered on the concept of self mastery in supporting teachers to implement curriculum which will establish balanced core of learning. The instructional coach's goal is to promote student achievement through data driven instruction and strategic planning that enforces critical thinking skills. Curriculum should be interdisciplinary so that students can make connections scaffolding their learning from one subject to another.

Disclaimer:

The above describes the general nature of work expected by the applicant in this role. While most items are covered, it is not intended to be an exhaustive list of all responsibilities and duties that may be assigned.

