



TALENT MANAGEMENT

Job Description

REV: 6/26/2020 1:24 PM

Job Description Reference Guide San Antonio Independent School District

Job Title:	Leadership Instructional Coordinator
Position Title:	Leadership Instructional Coordinator
Function:	Academic Support
Family:	Curriculum and Instructional Leadership

Department:	Office of Innovation	Pay Grade:	W6
Reports to:	Assistant Superintendent	FLSA Classification:	Exempt
Terms of Employment:	<ul style="list-style-type: none"> 12 months/230 days per year. Salary is on Administrative Program Job Group W6 on the SAISD Compensation Plan on a Probationary/Other Prof contract. Entry level is at an annual rate of \$69,460 with additional consideration for directly related experience. 		
Funding Source:	This position is federally funded.		

Job Scope

Leads activities of a department or function. Uses significant independent judgment and familiarity of the field to perform work. Responsible for administration of various complex departmental programs and serves as the lead a group of employees.

Position Summary

Ensures academic success across multiple school models by analyzing and synthesizing each school's unique instructional needs, ensuring alignment to state standards (TEKS), and facilitating continuous improvement efforts.

Essential Functions / Key Responsibilities

1. Assesses instructional needs and/or gaps and provides research-based recommendations to address the areas of improvement.
2. Provides instructional leadership to school staff by advising them of the most innovative instructional practices, current educational trends, and educational research.
3. Creates and implements systems for promoting highly effective practices across campuses for both internal and external stakeholders.
4. Models strategies for maintaining a classroom environment conducive to student learning and utilize effective teaching methods by employing a variety of instructional techniques appropriate to the age level, interests, and needs of the students.
5. Facilitates and ensures the integration of campus curriculum, instructional objectives, and Texas Essential Knowledge and Skills (TEKS).
6. Coordinates grade-level collaboration as well as vertical and interdisciplinary planning and provides guidance for the development of instructional materials.
7. Partners with campuses and key stakeholders to develop, implement and monitor campus improvement plans.
8. Develops and facilitates staff development and training for professional growth; training may include workshops, committees, and/or conferences.
9. Develops and maintains information systems and record promoting progress on performance objectives that address Texas Accountability Performance Reports (TAPR), campus improvement plans, and district long-range plans.
10. Demonstrate awareness of district and community needs and initiates activities to meet those needs.



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11. Demonstrate a high level of personal integrity, a collaborative leadership style and high ethical standards.
12. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience plus
- 8 years progressive experience in related field to include program/curriculum development
- 5 years teaching experience
- 2 years instructional campus support
- Valid Texas Teacher Certification
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant

Preferred Qualifications

Education:

- Master's degree from an accredited college or university
- Valid Mid-Management, Administrator, or Principal Certification

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy
- Strong knowledge of curriculum and instruction
- Demonstrated leadership skills
- Ability to evaluate and modify instructional program and teacher effectiveness based on data analysis and interpretation
- Ability to problem solve, think critically and manage conflicts
- Ability to coordinate campus functions
- Ability to implement policies and procedures
- Strong organizational, communication, public relations and interpersonal skills

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports



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- None

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: Date: