**Instructional Coordinator**

Department: Academics

FLSA Classification: Salary / Exempt

Employee Type: FT/11-mo

Reports To:Blanca Loya, Dean of Instruction & College Success

**The Job:** The primary function of the Instructional Coordinator is to provide training and supervision to teachers and staff to ensure implementation of classroom instructional objectives, lessons, and strategies that are congruent with the needs of Cristo Rey Jesuit students. The Coordinator will coach teachers with curriculum development, classroom management, instructional strategies, assessment of student performance, and all aspects of professional development in multiple content areas. They will help develop and facilitate professional development sessions. The Instructional Coordinator is responsible for coordinating and supervising the implementation of testing programs at Cristo Rey Jesuit. The Instructional Coordinator will supervise and manage the school library/media center. The instructional coordinator will develop and implement activities and events to build a more academic and college-going culture on campus.

**Responsibilities:** Include, but are not limited to:

1. Effectively lead teachers through coaching cycles.
2. Observe classroom instruction and provide developmentally appropriate coaching via written and oral feedback
3. Assist teachers in collecting and analyzing student performance data to drive instructional decisions
4. Differentiate support for teachers based upon their needs
5. Collaborate with campus instructional leaders to align feedback and support for teachers
6. Facilitate professional development opportunities
7. Track teacher development and observations efficiently
8. Coordinate activities, events, and signage to create a visible college-going, academic culture on campus
9. Manage all facets of achievement testing to include: storage, security, inventory, ordering, scheduling, delivery and pickup, scanning, scoring, pre-coding, test disposal, testing modifications, printing of scoring reports, and distribution of scoring reports to schools.
10. Provides appropriate assessment support to faculty to identify student capabilities and monitor student progress on a regular basis through data analysis and problem solving.
11. Provide instructional leadership to faculty through assessment selection and implementation.
12. Provide appropriate training regarding test administration requirements for school audiences and curriculum and instruction staff.
13. Serve as an information resource for users of library/media center materials and provide staff development opportunities for teachers on the availability and use of campus and learning resources. Organize and track library resources.
14. Be actively involved in the School’s religious life and have a pastoral attitude toward the students entrusted to Cristo Rey Jesuit.
15. Participate in the school community in which you will be asked to perform supervision duties, which may include but not limited to: moderate clubs, lunch duty, morning and afternoon dismissal, athletics supervision/coach, and serving as adult leaders on retreats and /or special events.
16. Perform other duties as assigned by the Dean of Instruction and the Principal.

**Job Duties:** Include, but are not limited to:

1. Instructional Coordinator agrees to be present and available for service of the School within the School Period between 7:00am and 4:00pm. A one hour lunch will be provided.
2. Instructional Coordinator agrees to act in a manner as outlined in the mission, objectives, and policies of the School as articulated in the Employee Handbook.
3. Instructional Coordinator agrees to participate in administrative meetings, Communities, student supervision, record-keeping and reporting, parent-teacher relations, and other duties as assigned.
4. Instructional Coordinator agrees to participate in major school events including but not limited to the Mass of the Holy Spirit, Back to School Event, Open House, Baccalaureate Mass, and Graduation.
5. Instructional Coordinator agrees to respect and help form the spiritual values of the students and to support the Jesuit, Catholic identity of the School by exemplifying in his/her own actions the characteristics of Christian living, being a leader of prayer, and supporting the liturgical and spiritual life of the school.
6. Instructional Coordinator agrees to participate in the faculty and staff formation in Ignatian Spirituality, Ignatian Pedagogy, and Jesuit education.
7. Instructional Coordinator agrees to support and promote the success of the Corporate Work-Study Program.
8. Instructional Coordinator agrees to actively implement the Code of Conduct and Disciplinary Procedures as outlined in the Student Handbook when applicable.
9. Instructional Coordinator agrees to undergo a School-initiated initial and 3-year criminal background check, to complete required trainings, including but no limited to, an Archdiocese of Galveston-Houston Catholic Mutual Group Safe Haven online training seminar on child abuse and mandatory reporting, and to repeat their Safe Haven online training every 5 years.
10. Instructional Coordinator agrees to accept any special assignment that from time to time may be required for the efficient operation of the School, as assigned by the Principal.
11. Instructional Coordinator agrees to maintain the ability to work with several ‘supervisors’ while multi-tasking several projects at the same time
12. Instructional Coordinator agrees to be a resource to others including stop-in visitors, volunteers and staff
13. Instructional Coordinator agrees to be adept at building rapport and trust with people from diverse socio-economic and cultural backgrounds, including underrepresented urban youth and first-generation college students.

## Qualifications:

* Bachelor’s Degree is required, Master’s Degree preferred.
* State of Texas Teacher's Certification preferred.
* 3-5 years teaching experience in marginalized communities is preferred.
* Training in reading or literacy strategies preferred.
* Proficiency in Spanish, highly preferred.
* Must be able to pass background screening.

**Compensation:** Competitive salary, benefits, and paid vacation.

## Physical Requirements and Work Environment:

* Regularly interact with students, parents, staff and visitors.
* Work at a desk and computer screen for extended periods of time.
* Be able to occasionally lift up to 30 lbs.

***Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Work Study Program, Inc are equal opportunity employers.***

**ACKNOWLEDGMENT**

I have read and acknowledge receipt of this job description and agree to perform the responsibilities as described above. I understand this job description is intended to describe the general nature and level of work performed by persons assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of employees who hold this position.

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Human Resources Signature Employee Signature

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Date Date