



CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

1901 E. HOUSTON STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	Content Specialist	STATUS:	Exempt
REPORTS TO:	Chief Academic Officer	TERMS:	220 Days
DEPARTMENT:	Teaching and Learning	PAY GRADE:	AD4

PRIMARY FUNCTION

Provide expertise in the planning, development, implementation, and evaluation of the district's curriculum, focusing on Texas state education standards, including the Texas Essential Knowledge and Skills (TEKS) and English Language Proficiency Standards (ELPS). Support data-driven instruction and foster best practices to meet diverse student needs. Work collaboratively with instructional coaches, teachers, and administrators to provide job-embedded professional learning opportunities, with a focus on enhancing student performance in compliance with state requirements.

QUALIFICATIONS

Education/Certification:

Bachelor's Degree from an accredited college or university

Master degree preferred

Valid Texas teaching certificate, with required endorsements for subject/level assigned

Special Knowledge/Skills:

Knowledge of core academic subject assigned

Knowledge of state curriculum standards, Texas Essential Knowledge and Skills (TEKS), English Language Proficiency Standards (ELPS), College and Career Readiness Standards (CCMR), STAAR and TELPAS.

Knowledge of instructional strategies and best practices

Knowledge of effective instructions for diverse learners

Knowledge of data interpretation

Knowledge and experience of integration of technology, computer software, and multimedia tools

Experience creating and delivering professional learning to adults

Leadership and problem-solving skills

Excellent organizational, communication, and interpersonal skills

Ability to instruct and communicate (both verbally and in writing effectively)

Experience:

Three (3) years of teaching experience minimum in the subject area

EVALUATION

The performance will be evaluated annually in accordance with the provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Provide leadership and direction for the instructional program, ensuring compliance with Texas curriculum standards (TEKS) and state assessments (STAAR, TELPAS).
2. Coordinate content area curriculum and instructional services aligned with PK-12 vertically aligned programs in Texas.
3. Collaborate with Curriculum Directors and Specialists to maintain consistent curriculum design formats and uniformity across elementary and secondary levels.
4. Support the development and revision of the district's curriculum, ensuring alignment with state standards and requirements.
5. Remain current on state-specific pedagogy, including attending professional development sessions on TEKS, ELPS, and STAAR.
6. Conduct and document classroom visits, providing feedback to support the implementation of district-approved curriculum.
7. Facilitate professional learning opportunities in alignment with academic standards, focusing on best practices for instruction.
8. Assist in the selection of textbooks and instructional materials aligned with state-approved resources.
9. Ensure the district's instructional program complies with Texas Education Agency (TEA) standards, laws, and regulations.
10. Plan and provide ongoing support to campus leaders and teachers, using data to guide instructional practices that meet local and state educational goals.
11. Collaborate in the selection and evaluation of programs and resources suitable for district-wide implementation.
12. Monitor curriculum implementation to ensure programs meet TEA goals and standards, including special education compliance where necessary.
13. Maintain accurate reports and documentation as required by the Texas Education Agency and district policy.
14. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
15. Develop needed professional skills appropriate to job performance.
16. Maintain confidentiality.
17. Reliable attendance and punctuality.
18. Follow district safety protocols and emergency procedures.
19. Participate in staff development activities to improve job-related skills.
20. Comply with state, district, and school regulations and policies.
21. Attend and participate in staff meetings and serve on staff committees as required.
22. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
23. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer 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 25 pounds)

Environment: Frequent district wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date