



PLEASE POST

**POSITION AVAILABLE
GALENA PARK INDEPENDENT SCHOOL DISTRICT**

Position: English Language Arts Curriculum Specialist

Description: The Campus Instructional Specialist will assist with closing the student achievement gap and accelerating learning for all students by building teacher capacity through job-embedded professional learning and implementation of effective instructional practices. The Campus Instructional Specialist provides assistance to teachers in their content areas through instructional planning, coaching, effective methodology, staff development, data analysis, curriculum and assessment development, and supports district and campus goals for continuous student improvement.

Salary Teacher Salary +21 Days +\$5,000 Supplement

Length of Assignment: 208 Days

Qualifications: **Minimum Education/Certification:**

Bachelor's Degree
Valid Texas teaching certificate

Special Knowledge/Skills:

Excellent communication skills, public relations skills, interpersonal skills, and ability to work collaboratively with administrators and other school personnel

Working knowledge of effective methodologies, curriculum, and instructional strategies

Demonstrate excellence as a teacher of adults, professional developer and instructional coach

Ability to work with people effectively in a site-based management environment.

Knowledge and ability to build instructional capacity to support high student achievement

Experience in school-based leadership

Experience in working with students and parents of diverse backgrounds

Success with struggling learners

Ability to create and present professional development sessions

Standard of Professional Conduct:

As an employee of Galena Park ISD, you will be expected to follow the Board of Trustees Policy, the GPISD Employee Handbook, departmental and/or campus procedures, and all local, state, and federal laws and policies.

Minimum Experience:

Three years secondary content area teaching experience

*** JOB DESCRIPTION ATTACHED ***

Deadline:**OPEN UNTIL FILLED****Contact**

Tony Gardea, Senior Director for Recruitment & Retention
Galena Park Independent School District
14705 Woodforest Blvd., Houston, TX 77015
igardea@galenaparkisd.com

Application:

Internal (In District) Applicants – Please click on the link below to create an account and upload your current Letter of Interest and Resume:

<https://www.applitrack.com/galenaparkisd/onlineapp/>

Out of District – Please click the link below to submit an application:

<https://www.applitrack.com/galenaparkisd/onlineapp/>

<https://www.applitrack.com/galenaparkisd/onlineapp/>

The District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of any of the following protected characteristics: Race, color, or national origin; Sex; Religion; Age (applies to individuals who are 40 years of age or older); Disability; or Genetic information [see DAB].

JOB DESCRIPTION

JOB TITLE:	Campus Instructional Specialist – Secondary	PAYGRADE: Teacher Salary + 21 days + \$5,000 Supplement
REPORTS TO:	Principal/Content Program Directors	WORK DAYS: 208 Days
WAGE/HOUR STATUS:	Exempt	DATE REVISED: 10/18

PRIMARY PURPOSE:

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QUALIFICATIONS:

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Experience in school-based leadership
Experience in working with students and parents of diverse backgrounds
Success with struggling learners

Ability to create and present professional development sessions

Minimum Experience:

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MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Coaching:

1. Develop and maintain a positive, collaborative, and collegial relationship with teachers.
2. Assists in planning, developing, and implementing instructional programs and objectives with teachers, principals, and district curriculum leaders, including district scope and sequence, instructional focus activities, district assessments, and teaching strategies as they correlate with TEKS and STAAR.
3. Supports teachers through the coaching model with regard to assigned content, instructional methodology, materials, and changes needed for improvement.
4. Applies research and district studies to assist in improving the content, sequence, and outcomes of the teaching/learning process.
5. Assists with the integration, coordination, and development of curricular programs for the district.
6. Works with appropriate teachers and staff to assist in developing, maintaining, and revising curriculum based on systematic review and analysis.
7. Demonstrates and models effective instructional strategies.
8. Promotes K-12 vertical alignment as it pertains to the effective teaching of curriculum throughout the district.
9. Develops resources, materials, and intervention programs for preparation of district and state administered assessments as needed.
10. Facilitates the effective use of technology in the teaching/learning process.
11. Assists in disaggregation of test data and provides assistance in developing a format for training teachers to interpret and use data as a means of informing instruction.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

12. Assists principals and campus personnel in developing tutorial programs as needed.
13. Assists teachers in implementation of English Language Proficiency Standards and in the use of Sheltered Instruction strategies.
14. Develops supplemental aids and assists teachers with modifications and accommodations needed amongst the district's special populations.

Instructional Leadership:

15. Confers and works jointly with colleagues to develop and accomplish their campus/district improvement goals.
16. Complies with district policies, as well as state and federal laws and regulations, in pursuing the goals of the campus/district plan.
17. Demonstrates strength in communication, organizational skills, and efficiency in meeting deadlines.
18. Assists teachers in managing time and maximizing student time on task.
19. Responds appropriately to situations that could impair the teaching/learning process or could threaten the safety and the well-being of students and staff.
20. Communicates district curriculum initiatives and focus to appropriate campus and district personnel.
21. Maintains positive and open communication among teachers, principals, and district curriculum leaders.
22. Projects a positive attitude with administrators, teachers, students, and parents at all times.
23. Design and deliver quality professional development including research-based instructional practices, for teachers and administrators.
24. Communicates and demonstrates support for the district's mission and instructional initiatives.
25. Assists in responsibilities for the overall improvement of GPISD.

School/Organization Improvement:

26. Observes classroom instruction to provide specific assistance to teachers regarding content and instructional strategies through the instructional coaching model.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

27. Assists and meets regularly with administrators and teachers in planning and developing appropriate instructional strategies.
28. Provides staff development in curricular areas as needed.
29. Maintains current and accurate knowledge of changes in curricular programs, courses, and testing from district, state, and national levels.
30. Attends workshops and professional staff development as deemed necessary.
31. Addresses priorities and completes assigned tasks/obligations by practicing effective time management.
32. Keeps an accurate record of activities, time, and efforts.
33. Assists with ensuring the security, maintenance, and inventory of district/campus/department resources, materials, and software.
34. Perform all other duties as assigned.

WORKING CONDITIONS:**Mental Demands/Physical Demands/Environmental Factors:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain control under stress.

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

Moderate standing, stooping, bending, and lifting.

Excellent attendance.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

Reviewed by _____ Date _____

Approved by _____ Date _____