**Position Title:**
Teacher Development Specialist – HISD ACP

**Contract Length:**
12M

**Date:**
03/01/11

**Job Code:**
TR0415

**Pay Grade:**
30

**SAP:**
30003844

**FLSA Exemption Status:**
E

### Job Summary

The HISD ACP Teacher Development Specialist is accountable for supporting a caseload of teachers by providing individualized feedback, coaching and development to improve teacher performance and increase student achievement.

### Major Duties & Responsibilities

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tr>
<td>1. Observes instructional practice and provides a formative assessment of strengths and weaknesses. Provide real-time feedback aligned to the District’s appraisal tool, TAC and curriculums, and access to relevant development opportunities.</td>
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<td>2. Provides critical “on the job” coaching to teachers in support of their certification, professional development, and improved student outcomes.</td>
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<td>3. Works with teachers and administrators to review performance data and development plans, and to identify teachers' strengths and prioritize most pressing development needs to increase student achievement.</td>
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<td>4. Helps identify and connect teachers to appropriate Professional Development (PD) opportunities to meet priority needs.</td>
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<td>5. Monitors teachers’ efficacy in applying new skill and impact on student learning; adjusts approach as necessary to achieve goals for teacher improvement and student achievement.</td>
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<td>6. Provides input to the Primary Appraiser as one input into the appraisal process.</td>
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<td>7. Tracks teacher performance status, nature of support provided, and improvement in student outcomes to maintain TEA compliance; use data to drive decision-making about future support.</td>
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<td>8. Partners with Principals and appraisers to ensure focus is aligned to development priorities for individual teachers.</td>
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<td>9. Collaborates with other Teacher Development Specialists (TDSs) within their team and across teams, Professional Support and Development, and Teach for America personnel to think strategically about professional development - review performance data, reflect on themes, determine how to aggregate and prioritize needs and allocate resources accordingly, etc.</td>
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<td>10. Acquires and maintains current knowledge of Educator Preparation Program (EPP) Texas Administrative Code (TAC), certification exam, and other relevant standards. Understands alignment to program implementation for teachers' development and certification.</td>
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<td>11. Leads specific group learning opportunities focused on increasing teacher effectiveness in a specific area.</td>
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<td>12. Identifies high-need training topics across the cohort, works with the Program Manager to design and execute high-impact professional learning where appropriate.</td>
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<td>13. Creates and adjusts training materials based on data as needed.</td>
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<td>14. Improves instructional, content and developmental expertise on an ongoing basis by participating in research-based learning opportunities.</td>
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<td>15. Provides ongoing communication to administrators and appraisers about the ACP teacher. Enlists</td>
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# Houston Independent School District
## Job Description

**EDUCATION**
Bachelor's Degree

**WORK EXPERIENCE**
5 to 7 years
Teaching experience in the designated subject(s) with demonstrated track record of success in increasing student achievement preferred.

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
Microsoft Office; Office equipment (e.g., computer, copier)
Teacher Certification preferred
Subject matter expert in designated subject(s)
Exceptional interpersonal skills; able to relate one-on-one and in groups with confidence and poise
Ability to provide critical and constructive feedback to effect immediate change
Highly analytical, able to interpret data and weigh multiple options
Strong communicator; able to write clearly and analytically; able to evidence support
A problem solver; able to prioritize multiple scenarios.
Ability to model research-based teaching strategies
Able to adapt and adjust quickly to changing situations and needs

**LEADERSHIP RESPONSIBILITIES**
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

**BUDGET AUTHORITY**
No budget development activity is required.

**PROBLEM SOLVING**
Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**
Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; certification/non-certification; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

**COMMUNICATION/INTERACTIONS**
Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

**CUSTOMER RELATIONSHIPS**
Regularly assesses and diffuses complex and escalated customer issues; takes personal responsibility and accountability for solving systemic customer service problems; Regularly explores alternative and creative solutions to meeting the needs of customers within HISD’s policies and guidelines; Follows through with customer inquiries, requests and complaints.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Ability to carry and/or lift up to 45 pounds.