POSITION TITLE:  Teacher Specialist

JOB CODE:  000085, 001085  GRADE:  RT 10  DATE: 8.5.15

IMMEDIATE SUPERVISOR (Position title):  Principal

POSITION SUMMARY:
Helping teachers increase their skills and improve their performance so that each child in the district may be provided with educational opportunities of a consistently high standard. Also providing direct instructional and other support at the direction of the Principal.

ILLUSTRATIVE DUTIES:
▪ Observe, demonstrate, consult with and assist individual classroom teachers in direct instruction and classroom performance.
▪ Assist in the planning, evaluation, management, development, and improvement of curriculum and instructional activities with the classroom teachers.
▪ Provide instruction for individual students requiring special instructional needs.
▪ Coordinate and cooperate with the Principal in formulating inservice training programs for teachers within the individual building.
▪ Assist in conducting research studies related to the instructional program and other areas of student activities and achievement.
▪ Assist with coordinating elementary curriculum.
▪ Assist with the selection of instructional materials.
▪ Assist in organizing and planning all summer school programs and activities conducted to the school.
▪ Meet and confer with Grade Chairs and parents as necessary.
▪ Attend relevant school, district, and professional meetings.
▪ Perform other job-related duties as assigned.

POSITION REQUIREMENTS:
Education:
▪ Bachelor's degree from an accredited college or university.
▪ Valid Texas Teacher Certification.

Experience:
▪ Three years minimum exemplary teaching experience.
▪ Working knowledge of computers, word processing and database software.
▪ Experience in teacher training preferred.
▪ Possesses an in-depth, working knowledge of elementary curriculum.

Other Requirements:
▪ The ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the department.
▪ Demonstrate outstanding human management, instructional and leadership skills.
▪ Ability to lift and carry up to 10 pounds, sit walk, stand, drive and be mobile.
▪ Valid Texas Driver’s License with applicable insurance coverage.