



JOB DESCRIPTION

Position: Elementary Instructional Specialist

Pay grade: Contract

Duty Days: 187
8 hour day (exclusive of lunch)

Salary: KISD Current Staff Compensation Plan for Teachers

Qualifications:

- Valid Elementary Texas teaching certificate
- Master's degree preferred

Experience Required:

- Experience in teaching math and/or science in a technology-enriched environment
- Technology skills at the emergent to competent levels
- Evidence of professional growth
- Satisfactory reference from current administrator
- Minimum of 5 years successful teaching experience
- Minimum of 1 year experience in Klein ISD preferred
- Experienced successful classroom management
- Successful use of instructional strategies with diverse student populations
- Experience delivering professional development

Report to: Instructional Officer for Professional Development

Job Goal:

- The instructional specialist assists schools in providing effective job-embedded professional development in order to build capacity within the school faculty so that teachers emerge as leaders of the work who can ultimately sustain the efforts with minimal support from the specialist. The instructional specialist also works collaboratively with the principal and Division of Instruction and Student Services.

Duties include but are not limited to the following:

- Facilitate planning and implementing professional development activities through campus-based staff development as described in the campus improvement plan and outlined by the district.
- Work with at-risk students in classrooms utilizing specific strategies that target students' academic needs. (50% of day/week)
- Provide demonstration teaching lessons and modeling with students of effective instructional practices.
- Model and support the use of technology tools for instruction and student learning.
- Model for teachers how to use assessment for learning to build lesson plans.
- Meet regularly with the Curriculum and Instruction Officers to determine the focus of the specialist's work with at-risk students and the focus of the work with teachers, including modeled lessons, observations, and coaching.
- Collaborate with district and campus staff to support peer observations, peer coaching, study and inquiry groups, and other ways teachers can initiate learning and sharing among themselves in the campus PLC's.
- Guide learning conversations and exchange ideas in a non-evaluative manner.
- Solicit and use data (student work samples, student achievement information and teacher assessments) to guide campus-based staff development.
- Build learning, collegial relationships with individual staff members.
- Support teachers in identifying and refining instructional strategies that lead to short and long-term goals.
- Communicate regularly and collaboratively with other instructional specialists in the district.
- Collaborate with colleagues and other professionals for continuous growth and development.

Work Conditions:

- Maintains emotional control under stress.
- Works with frequent interruptions
- Occasional irregular hours.
- Preparation of materials may involve the packing, moving and lifting of equipment and supplies.
- Repetitive actions

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

- **Both** In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications through our online application process.

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.