

Instructional Specialist
Job Description



JOB TITLE: Instructional Specialist
DATE REVISED: April 8, 2024
REPORTS TO: Campus Principal
DEPARTMENT/CAMPUS: Teaching & Learning: Curriculum Design and Delivery
PAY GRADE/DUTY DAYS: TS, 187 (Elementary)/195/205 (Secondary)
FLSA: Exempt

JOB PURPOSE SUMMARY:

This position is responsible for providing support in the development, delivery, facilitation, and evaluation of curricular resources, as well as for assisting teachers to adapt, modify, and enrich curricular approaches to optimize the quality of instructional practices. This position is also responsible for facilitating professional learning programs and initiatives to teachers, paraprofessionals, and administrators.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Instructional Design & Delivery Support:

1. Provides targeted instructional coaching support to teachers and school leaders to ensure support of strong classroom management practices and rigorous delivery of instruction. This includes the 4 key components of the coaching cycle: identify the bite-sized action step, secure an exemplar & schedule a coaching conversation, conduct a coaching conversation, and follow up to debrief.
2. Models best practices and maintains a collaborative space working in a PLC to improve practices and grow teams professionally.
3. Assists teachers and school leaders in analyzing data, and identifying necessary measures for academic support.
4. Establishes protocols and procedures for purposes of analyzing student work and identifying specific areas needing improvement.
5. Designs and facilitates targeted professional learning to strengthen the skills and abilities of teaching personnel in the effective and efficient delivery and application of strong instructional practices for students.
6. Facilitates instruction and support for teachers in the effective and efficient utilization and application of age-appropriate, digital learning tools and resources for personalized, instructional delivery and application.
7. Facilitates instruction and support for teachers in the proper utilization of assessments and data to guide future learning programs and initiatives for students.
8. Provides subject matter expertise for specified instructional content.
9. Participates in the development of intervention plans through the Response to Intervention (RTI) and Accelerated Instruction (AI) processes.
10. Supports and ensures full implementation of the District's adopted core programs, and/or the intensive intervention programs for targeted students.
11. Facilitates the planning and implementation of professional learning activities as described in the campus improvement plan and District strategic plan.
12. Reviews and investigates current technological developments that will provide increased learning opportunities for students, while demonstrating high quality teaching.
13. Assists in the planning, scheduling, and implementation of campus and District core content, personalized and digital learning professional development classes, workshops, and conferences.

Compliance:

14. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines, standards, and requirements as set forth by governing bodies including, without

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limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.

15. Maintains relevant and up-to-date understanding, working knowledge, and proficiency of current best practices, as well as applicable regulatory mandates for proper development, implementation, facilitation, and measurement of instructional delivery and application practices and strategies.
16. Fulfills all applicable Texas state mandated continuing professional education requirements applicable to the credentialing requirements of the job, and participates in staff development activities to improve job-related skills.
17. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function including, but not limited to, the educator's Code of Ethics and the employee handbook.
18. Monitors respective work activity for variances and anomalies.
19. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
20. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
21. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

22. Consistently demonstrates support towards the campus and District's Shared Vision, Mission, and Promise 2 Purpose.
23. Assists campus leadership in the compilation of miscellaneous confidential reports.
24. Attends campus and District meetings and serves on staff committees, as required.
25. Assists in selecting instructional materials as needed.
26. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
27. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
28. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
29. Remains current with Klein ISD's instructional framework and appropriate instructional theory, practice, and research.
30. Participates in professional learning to support High-quality teaching, instructional coaching, and leadership growth
31. Demonstrates excellent understanding of Google Suite, Microsoft tools, OneNote, learning management systems, and all other applicable systems, programs, and applications relevant and essential to the job function.
32. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- Bachelor's Degree from an accredited university
- Active, In Good Standing, and Duly Obtained Texas Teaching Certificate within the applicable and specified content area, and with the required applicable endorsements from an accredited organization
- Valid Texas Reading Academies Certification (Elementary)
- Early Childhood certification preferred for elementary or willingness to obtain early childhood certification within the year.
- Five years of experience in a teaching capacity
- Experience working in a same or similar capacity and within the content area(s) of Math, Science, Social Studies, English Language Arts & Reading (ELAR), and/or area of specialization; or
- An equivalent combination of education and work experience

CORE KNOWLEDGE, SKILLS & ABILITIES:

Emotional Intelligence – Understands and manages one's own emotions, as well as recognizes and influences the emotions of others.

Teamwork - Working collaboratively with team members to achieve a goal.

Continuous Learning and Self-Development – Proactively investigates new perspectives, approaches, and behaviors, and takes steps to evaluate and improve performance.

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Stress Management – Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent standing for long periods of time, as well as walking, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, and viewing a computer screen monitor. The position includes frequent light lifting and carrying of objects up to 15 lbs; The working environment consists of an indoor and climate-controlled setting the majority of the time with occasional exposure to an outdoor and non-climate controlled setting with frequent exposure to noise.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ Employee ID Number: _____

Employee Signature: _____ Date: _____