



SPECIALIST, EDUCATOR DEVELOPMENT

Rev. May 2026

Job No.: 3423

Reports to: Director Professional Learning

Dept. /Campus: Curriculum & Instruction

FLSA Status: Exempt

Pay Grade: 304

Term: 207

PRIMARY PURPOSE:

To support implementation for districtwide educator development programs and evidence-based instruction. This role serves as a blended facilitator for the Texas Reading and Math Academies as well as supporting programs to increase educator effectiveness and retention. **This position is contingent upon the successful completion of TEA's Cohort Leader Screener process.**

MAJOR RESPONSIBILITIES AND DUTIES

- Maintain compliance with TEA (Region 13) requirements and stay current with state, district, and school regulations and policies.
- Lead participants through the Texas Reading and Math Academies models facilitating in-person learning sessions in compliance with TEA requirements.
- Facilitate in-person sessions using clear, effective communication to present information accurately and engage participants in hands-on activities and group discussions.
- Provide scaffolded, individualized support to ensure educator understanding and application of evidence-based instruction.
- Verify learner proficiency on artifacts and affirm completion, including inter-rater scores, on cohort-leader graded artifacts.
- Partner with campus administrators and Instructional Coaches to conduct classroom observations and one-on-one coaching feedback sessions as required by TEA.
- Coordinate with other professional learning activities and provide evidence-based professional learning focused on student achievement and high-quality instruction.
- Collaborate with Human Resources, Curriculum & Instruction, and campus principals to align educator programs with district staffing and retention goals, communicate participant progress, and ensure fidelity of Texas Reading and Math Academies content delivery.
- Manage all logistical aspects of in-person learning, including creating a calendar with regular and makeup sessions, scheduling appropriate spaces, and handling room setup/takedown.
- Administer program documentation by collecting completion certificates, assigning course credit, and verifying certificate uploads for new hires.
- Monitor program effectiveness and analyze data related to teacher retention and performance trends.
- Attend TEA Required Meetings And annual recertification training to maintain an active status.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Participate in professional learning opportunities to improve job-related skills.
- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field from an accredited university.
- Valid Texas teaching certificate
- Minimum three years of successful teaching experience required, five or more years preferred.
- TEA Approved Cohort Leader training (completed after hire).

Knowledge/Skills/Abilities:

- Deep knowledge of the Science of Teaching Reading and early reading curriculum.
- Ability to design and evaluate adult learning programs.
- Strong organizational, communication, and critical thinking skills.
- Proficiency in data analysis and managing multiple projects simultaneously.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Ability to make information presentations, inside and outside the organization.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.