



Job Description Montgomery Independent School District

Job Title: Instructional Specialist – K12

Exemption Status/Test: Exempt

Reports to: Executive Director of Teaching & Learning

Date Revised: August 2025

Dept./School: Teaching and Learning

Salary: Teacher Hiring Schedule – 207 Days

Primary Purpose:

Lead and support the overall teaching and learning priorities in the district. Lead the development and implementation of standard-based curricula for assigned content areas at the secondary level. Provide professional learning and coaching for teachers in their implementation of curricula and effective teaching practices. Support campus administrators with the instructional leadership of departments.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from an accredited college or university in education or related field required

Master's degree from an accredited college or university preferred

Valid Texas teaching certificate required

Special Knowledge/Skills:

Knowledge of curriculum and instruction relating to specific content area(s) assigned

Knowledge of Advanced Academic Courses and Advanced Placement Exams relating to specific content area(s) assigned

Ability to evaluate instructional programs and teaching practices

Ability to interpret and present a variety of formative and summative assessment data

Ability to develop and deliver effective professional development (adult learning theory)

Demonstrated leadership capabilities, including skills on consensus building, listening, oral and written communication, mediation, organization, time management, fiscal responsibility, and working in a team setting toward shared goals

Customer-centered, service-oriented, supportive approach in working with teachers, administrators, parents, and other stakeholders

Experience:

Minimum of five (5) years of successful teaching experience preferred

Department Head or Instructional Coach experience preferred

Experience in development, preparation, and presentation of professional development preferred

ESL certification preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management:

1. Develop and maintain a guaranteed and viable standards-based curriculum
2. Develop high quality, aligned district assessments; evaluate student performance data and make ongoing adjustments to curriculum to ensure student success
3. Evaluate instructional resources, educational software, and assessment tools for assigned content courses

4. Provide individual and/or group (PLCs) instructional coaching and mentoring to teachers to improve classroom instruction for all learners
5. Manage teams of educators in the development of instructional materials and assessment items
6. Support campus teams in the implementation of the district curriculum
7. Assist campus instructional leaders and teachers with campus initiatives
8. Demonstrate leadership regarding up-to-date knowledge of state curriculum and assessment topics
9. Collaborate with campus administrator and teachers regarding vertical coherency of assigned curricula
10. Conduct teacher observations and/or walk-throughs and provide feedback that facilitates teacher reflection and growth
11. Encourage and support the implementation of technology and innovative strategies in the classroom

Administrative Support:

12. Develop and deliver regular professional development for teachers regarding standards-based curriculum and assessment data along with all aspects of teaching and learning in the district
13. Assist with the campus strategic plan
14. Assist with the implementation and monitoring of campus and district initiatives
15. Assist in the collection, analysis and response to campus data
16. Attend campus and district meetings/trainings as assigned

Personal Skills:

17. The ability to work effectively with adult learners
18. The ability to skillfully offer constructive feedback to facilitate change
19. The ability to be flexible, open and willing to implement new ideas in the classroom
20. The ability to organize and prioritize responsibilities, projects and tasks
21. The ability to work and contribute to a team
22. The ability to seek resources and solutions to effectively solve problems

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non ambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards

Mental Demands: Maintain emotional control under stress. Work with frequent interruptions. Occasional district-wide travel; occasional prolonged and irregular hours.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____