



<b>TITLE:</b>	<b>Instructional Specialist - Elementary Math</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Director of Elementary Curriculum and Instruction</b>	<b>TERMS:</b>	<b>223 Days</b>
<b>DEPARTMENT:</b>	<b>Elementary Education</b>	<b>PAY GRADE:</b>	<b>AP5, Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

Coordinate instructional programs in elementary Math courses on elementary campuses to ensure that the district's programs are following the Texas Essential Knowledge and Skills (TEKS), the district's scope and sequence, curriculum documents, and district philosophy. Coordinate and monitor instructional processes which ensure the alignment of district goals, objectives, strategies and identified student needs.

**QUALIFICATIONS:**

**Education/Certification:**

Master's degree from an accredited college or university preferred  
 Valid Supervisor's Certificate or Mid-Management certification preferred  
 Certified in the state appraisal system  
 Strong background in Math curriculum and instruction

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction  
 Knowledge of state required testing programs  
 Ability to evaluate instructional programs and practices  
 Ability to interpret and present test data  
 Ability to develop and deliver effective professional development  
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

Minimum of five years of successful math teaching experience preferred  
 Minimum of three years of successful campus leadership experience (Elementary preferred)

**WORKING CONDITIONS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 25 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Essential Functions:**

1. Coordinate instructional processes in district schools.
2. Provide instructional resources to assist teachers in teaching and maintaining the instructional concept.
3. Write curriculum for the district online learning management system.
4. Provide district wide disaggregated test data.
5. Demonstrate successful teaching strategies, which address the instructional targets.



6. Assist campus personnel in evaluating and selecting instructional materials to support curriculum and student learning needs.
7. Provide assistance with the development of district assessment calendars.
8. Observe instruction in classrooms and offer assistance and professional development for instructional coaches to support the improvement of teachers' instructional performance.
9. Provide assistance to campuses in developing consistent assessments to be administered at regular intervals to all students at a grade level or in a subject.
10. Remain current on available commercial assessment materials and instructional resources.
11. Provide leadership in developing elementary Math curriculum documents both vertically and horizontally.
12. Utilize information provided through formal and informal assessment data to improve professional skills and knowledge.
13. Actively seek and utilize evaluative feedback from peers, subordinates and supervisors regarding performance.
14. Develop professional skills appropriate to job assignment through attendance and participation at local, regional, state, and national conferences, attendance and participation in workshops, reading and professional materials.
15. Comply with district policies, as well as, state and federal laws and regulations.
16. Prepare reports and policies for the Board as the Executive Director of Instruction may request.
17. Performs other tasks and assumes such responsibilities as related to the position and as assigned by the Director of Curriculum and Instruction.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

Printed Name

Date