



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

PRIMARY PURPOSE:

Coordinate instructional programs in Math courses on district 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
 Strong background in secondary 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 secondary math teaching experience (HS preferred)
 Minimum of three years of successful campus leadership experience (MS or HS preferred)

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:
 While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.)

Essential Functions:

1. Coordinate instructional process in district schools.
2. Provide instructional resources to assist teachers in teaching and maintaining the instructional concept.
3. Provide district wide disaggregated test data.
4. Demonstrate successful teaching strategies, which address the instructional targets.



5. Assist campus personnel in evaluating and selecting instructional materials to support curriculum and student learning needs.
6. Provide assistance with the development of district assessment calendars.
7. Observe instruction in classrooms and offer assistance and professional development for instructional coaches to support the improvement of teachers' instructional performance.
8. 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.
9. Remain current on available commercial assessment materials and instructional resources.
10. Provide leadership in developing secondary math curriculum documents both vertically and horizontally.
11. Utilize information provided through formal and informal assessment data to improve professional skills and knowledge.
12. Actively seek and utilize evaluative feedback from peers, subordinates and supervisors regarding performance.
13. 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.
14. Comply with district policies, as well as, state and federal laws and regulations.
15. Prepare reports and policies for the Board as the Executive Director of Instruction may request.
16. Performs other tasks and assumes such responsibilities as related to the position and as assigned by the Director of Curriculum and Instruction.

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.

Signature

Printed Name

Date