



TALENT MANAGEMENT

Job Description

Job Description Reference Guide San Antonio Independent School District

Position Title:	Instructional Specialist, Health and Physical Education
Job Title:	Instructional Specialist I
Function:	Instruction
Family:	Instructional Support

Reports to:	Department Coordinator, Director, or Exec. Director	Pay Grade:	W4
Terms of Employment:	<ul style="list-style-type: none">197 days per year.Chapter 21 Prob/Term-Other Professional employment agreement.Salary is in the Administrative Program Job Group W4 on the SAISD Compensation Plan.Entry salary is at \$52,819.64 with consideration for directly related experience.Additional stipend of \$7,500 for Instructional Specialist duties.	FLSA Classification:	Exempt
Funding Source:	This position is assigned full time (100%) Title II Part A (Fund 211) to increase student academic achievement through improving teacher and principal quality (Fund 255). Annual employment is contingent upon the availability of funds.		

Job Scope

Use significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

To improve student achievement through district-wide programmatic support of curriculum, instruction, assessment, and professional development for students in Health & Physical Education instructional settings. The instructional specialist is an extension of the Health & Physical Education Department who facilitates implementation of the departments' strategic initiatives. In practice, the instructional specialist engages with SAISD staff by coaching, model teaching, managing curriculum collaboratively with teachers, and providing professional development. The work of the instructional specialist is driven by data and the goals for the Health & Physical Education

Essential Functions / Key Responsibilities

1. Apply in-depth knowledge to provide instructional programs designed to assist teachers with developing skills in the preparation of effective learning (lesson) plans, presentation of content, classroom management, and school and community communications. Serve as a liaison between the school, and the assigned office or department.
2. Lead the collaboration with the content area Director in planning, implementing, and evaluating department instructional goals and maintains frequent communication regarding campus support.
3. Provide curriculum, instruction and assessment support to district and campus staff using advanced knowledge to vertically articulate goals and initiatives of the respective content area and the Department of Curriculum & Instruction.
4. Design, develop, and maintain curriculum resources for the department collaboratively with teachers.



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5. Facilitates effective implementation of district instructional frameworks and curriculum programs under general supervision.
6. Facilitate effective implementation of district instructional frameworks and curriculum programs.
7. Apply advance knowledge to develop coaching plans for a continuum of services and conducting professional development trainings for multiple campuses.
8. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 5+ years progressive experience in teaching.
- Valid Teaching certification.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Qualifications

- Master's Degree from an accredited college or university.
- 8+ years progressive experience in teaching.

Knowledge, Skills & Abilities

- In-depth knowledge of the Texas Essential Knowledge and Skills (TEKS) for Health and Physical Education
- In-depth knowledge of the Coordinated School Health Program (CSHP)
- Knowledge in instructional coaching, curriculum development, project-based learning, student-centered instruction, and professional learning networks
- Knowledge of emergent educational technology and 21st century skills, including but not limited to Google Suite
- Broad-based knowledge and training in research-based teaching and learning strategies
- Demonstrated skills in organization, leadership, communication, problem-solving, facilitation, collaboration, data disaggregation, multi-tasking, and decision-making
- Demonstrated ability to lead large- and small-scale professional development for adult learners
- Demonstrated evidence of flexible thinking and willingness to accept new ideas and constructive criticism
- Demonstrated dependability regarding daily attendance and punctuality

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with



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assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports

- None

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: _____ Date: _____