Job Title: Elementary Instructional Specialist

Reports to: Assistant Superintendent of Curriculum and Instruction

Dept./School: Curriculum and Instruction/Central Administration

Primary Purpose:

Evaluate and provide leadership for the overall instructional programs PK-4 of the district. Assist in directing and managing instructional programs and operations at campus level. Provide leadership to ensure high standards of instructional service. Assist in the effective and efficient operations of the curriculum and instruction department which includes curriculum, staff development, and assessment.

Qualifications:

Education/Certification:
Master’s degree in educational administration or curriculum and instruction
Texas mid-management or other appropriate Texas supervisor certificate
Certified Professional Development and Appraisal System (PDAS) appraiser

Special Knowledge/Skills:
Thorough knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to coordinate district staff development
Ability to implement and interpret policy, procedures, and data
Strong organizational, communication, and interpersonal skills

Experience:
Three years experience as a classroom teacher with additional experience in instructional leadership roles

Major Responsibilities and Duties:

Instructional Management

1. Monitor instructional processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.

2. Partner with district and campus level leadership in directing instructional and curriculum services to meet student’s needs.

3. Plan, implement, and evaluate instructional programs with teachers, including learning objectives, instructional strategies, and assessment techniques.
4. Apply research and district data to improve the content, sequence, and results of the teaching and learning process.

5. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.

6. Plan the necessary time, resources, and materials to support accomplishment of educational goals.

7. Participate in the district-level decision making process to establish and review the district’s goals and objectives and major classroom instructional programs for Pre-K through 4th grade.

8. Actively support the efforts of others to achieve district goals and objectives and the campus performance objectives.

9. Obtain and use evaluative findings, including student achievement data, to examine curriculum and instructional program effectiveness.

10. Assist in planning and providing effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.

11. Assist in securing consultants, specialists, and other community resources for principals and supervise instructional staff to assist in attaining objectives.

School or Organization Improvement

12. Support common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school and district vision.

13. Partner with campus principals and Assistant Superintendent of Curriculum and Instruction in identifying, analyzing, and applying research findings to promote school improvement.

Personnel Management

14. Define expectations for staff performance with regard to instructional strategies and support implementation of strategies.

15. Work with campus level planning and decision-making committees to plan professional development activities.

16. Confer with staff regarding professional growth. Work with them to develop and accomplish improvement goals.

17. Provide for two-way communication with principals, teachers, staff, parents, and community.

18. Monitor professional research and disseminate ideas and information to other professionals.

Professional Growth and Development

19. Develop professional skills appropriate to job assignment.
20. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

Other

21. Comply with district policies, as well as state and federal laws and regulations.

22. Maintain confidentiality in the conduct of district business.

23. Other duties as assigned.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional districtwide and statewide travel; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by ________________________________ Date ____________

Reviewed by ________________________________ Date ____________