

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Secondary Instructional Specialist

Job Description

Reports to: Campus Principal

Term: 212 Days

Status: Exempt

Primary Purpose:

To facilitate the 7-12 programs to ensure instructional improvement and student success. The focus of the position is elementary curricular improvement and teacher support.

Qualifications:

Education/Certification

Bachelor's Degree (Masters Degree preferred)

Teacher Certification in subject area required

Special Knowledge/Skills

Knowledge of curriculum, design and implementation

Knowledge of state curriculum and assessments

Ability to interpret data and evaluate instruction programs

Ability to develop and deliver training to adult learners

Strong organizational, communication, and interpersonal skills

Experience

Five years' experience as a classroom teacher

Major Responsibilities and Duties:

1. Assists teachers and administrators to develop, revise, align, and implement District reading, language arts, social studies, math, or science curriculum.
2. Assists teachers in the development of school-wide assessments.
3. Works with teachers to develop and implement effective accelerated instructional programs and strategies.
4. Assists teachers and staff in improving student performance on State assessments.
5. Assists teachers and administrators with planning, coordinating, and delivering District professional development.
6. Supports classroom instruction through modeling and mentoring.

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7. Assists teachers in disaggregating and interpreting school, District, and State assessment data.
8. Confers with teachers and administrators concerning reading, language arts, social studies, science, or mathematics issues.
9. Assists teachers and other instructional specialists with the coordination of District efforts to improve education for each child.
10. Gathers and analyses data for assigned subject areas.
11. Coordinates and communicates effectively with department chairs and attends department meetings as appropriate.
12. Provides materials and assistance for State assessment tutorials as appropriate.
13. Attends professional development as appropriate.
14. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Classroom audio/visual systems, phone system, facsimile, copier, personal computer, and typewriter.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions.

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 _____