



Job Title:	Title I Instructional Specialist K-4	Wage/Hour Status:	Exempt/187 Days
Reports to:	Campus Principal	Pay Grade:	Teacher pay scale, Title I funded 100%
Dept./School:	Assigned Campus	Date Revised:	6/26/18

Job Summary:

To provide leadership in the design, revision and implementation of state and district curriculum. To provide teachers training necessary to meet state and district instructional goals. Maintain accurate records as required to support federal funding. Comply with ESSA requirements for the grant and perform job duties that are solely dedicated to the Title I program.

Qualifications:

Education/Certification:

Master's Degree Preferred

Valid Texas Teaching Certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

Demonstrates working knowledge of curriculum, instructional methods and integration.

Specific knowledge of collecting and analyzing various data pertaining to student achievement and effective teaching practices.

Ability to plan and conduct staff development.

Excellent communication and inter-personal skills.

At least three (3) years successful experience as a classroom teacher teaching 2nd, 3rd, or 4th grade

Reading AND Math.

Major Responsibilities and Duties:

1. Trains and supports the implementation and coordination of campus instructional programs as assigned.
2. Trains and supports teachers in instructional planning, classroom management procedures, record keeping, and diagnostic procedures.
3. Trains and supports new and/or inexperienced teachers in the initial set-up of their classrooms, lesson plan books, grade books, etc.
4. Serves as a catalyst for innovation within the school, including use of technology for delivery of instruction.
5. Visits and supports classrooms on a regular basis.
6. Provides staff development and targeted training to include demonstration teaching in classrooms on a regular basis.
7. Assists campus administration in directing, sequencing and implementing instructional programs.
8. Assists campus administration in the design and implementation of staff development opportunities, which integrate best teaching practices into the curricula.

9. Use student achievement data to recommend improvement in the purpose, design, materials, and implementation of the instructional program.
10. Serve as a problem solver for student learning needs and related instructional issues.
11. Performs other duties as assigned.

Ability to:

12. Develop objectives and instructional materials which integrate best teaching practices into classroom instruction.
13. Communicate effectively orally and in writing.
14. Establish cooperative, working relationships with persons contacted in the course of performing assigned duties.
15. Function as a model teacher and/or coach for content-area teachers.
16. Model the use of technology as it relates to instruction and accelerating the development of struggling learners.

Supervisory Responsibilities:

None

Equipment Used:

Computer, printer, projector, scanner, CD-RW, digital camera, various technology.

Working Conditions:

Must be able to adapt to frequent schedule changes. Daily traveling within the campus.

Mental Demands/Physical Demands/Environmental Factors:

Frequent standing, walking around campus, bending and stooping.

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. Title I funded positions may perform no duties outside the intent of the Title I program.

Approved by Supervisor _____ Date _____

Reviewed by Employee _____ Date _____