JOB DESCRIPTION

TEACHER – ENGLISH - INSTRUCTIONAL SPECIALIST

JOB TITLE: Teacher - English Instructional Specialist
WAGE/HOUR STATUS: Exempt

REPORTS TO: Assistant Superintendent, Campus Accountability
TERMS: 11 Months (203 Days)

DEPARTMENT: Curriculum and Instruction
PAY GRADE: Teacher Pay Schedule

PRIMARY PURPOSE:

The Instructional Coach will work as a colleague with classroom teachers to support student learning. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about research-based effective instruction. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor’s degree from accredited college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills
- Proficiency with curriculum software
- Desire to continue career improvement

Minimum Experience:

Minimum of five years of successful teaching experience; experience in research-based instructional practices
MAJOR RESPONSIBILITIES AND DUTIES:

1. Support the philosophy and vision of Longview ISD
2. Facilitate the intellectual and professional development of teachers
3. Create positive relationships with teachers and administrators
4. Communicate and demonstrate research-based instructional practices that result in increased student performance
5. Communicate effectively with all members of the school district and community
6. React to change productively and handle other tasks as assigned
7. Support the value of an education
8. Demonstrate willingness to assume leadership positions
9. Demonstrate knowledge of research-based instructional strategies that engage all students
10. Provide organized, individual, and/or group learning opportunities for teachers as needed
11. Demonstrate knowledge using a variety of assessment tools
12. Demonstrate a thorough knowledge of curriculum and subject matter
13. Provide support in analyzing student assessment data
14. Assist teachers with designing instructional decisions based on assessment data
15. Assist teachers with specific classroom activities when requested
16. Provide support for classroom motivation and management strategies
17. Assist teachers in creating materials that are in alignment with curriculum
18. Monitor intervention programs by observing and meeting with teachers
19. Provide teachers Internet links related to curriculum and instruction
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Instruct and support teachers with curriculum software products and classroom/curriculum related technologies

21. Provide assistance in researching instructional and/or curriculum issues

22. Model lessons when appropriate

23. Provide encouragement and emotional support to teachers

24. Encourage ongoing professional growth for all teachers

25. Manage time and schedule flexibility that maximizes teacher schedules and learning

26. Work positively toward meeting identified district and building improvement goals

27. Assist with development of district curriculum, instruction, and assessments

28. Develop and maintain a confidential, collegial relationship with teachers

29. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed

30. Attend workshops/conferences to learn about new innovative instructional strategies

31. Adhere to all district building health and safety policies

32. Understand that job responsibilities may vary related to each building’s needs

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

34. Adhere to the district’s safety policies and procedures

35. Maintain confidentiality in the conduct of district business

36. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

37. Demonstrate regular and prompt attendance

38. Other duties as assigned
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SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: __________________________________________________________________________
Signature: __________________________ Date: ______________________________

ESTABLISHED/REVISED: Feb., 2017