



# Longview Independent School District

## JOB DESCRIPTION

# CURRICULAR PROGRAM SUPPORT SPECIALIST

<b>JOB TITLE:</b>	Curricular Program Support Specialist	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	197 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Administrative 1 Plus Stipend

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### PRIMARY PURPOSE:

To increase the achievement of all students and provide support and assistance for the classroom teacher; provide teachers and students with appropriate learning activities and experiences designed to help them fulfill their potential. To assist the school principal with the instructional program and help ensure that specific instructional goals are achieved.

### QUALIFICATIONS:

#### Minimum Education/Certification:

Master's degree from accredited college or university  
Valid Texas principal, mid-management, supervisor or other appropriate certification;  
Certified Texas Teacher Evaluation and Support System appraiser designated by the district

#### 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
- Fluent in English and Spanish, preferred

#### Minimum Experience:

Minimum of five years successful teaching experience in TAKS/STAAR grade levels and evidence of success in teaching state testing strategies

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist teachers with creating a classroom environment that is conducive to learning and appropriate for the physical, social and emotional development of students
2. Assist in creating campus improvement plans with staff, parents, and community members



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Assist in the development and evaluation of the educational programs
4. Observe employee performance, record observations, and conduct evaluation conferences; serves as primary or second appraiser for designated teachers
5. Help to develop a student discipline management system that results in positive student behavior as well as manage student behavior in accordance with Student Code of Conduct and student handbook
6. Analyze STAAR/Assessment data and also coordinate STAAR service delivery plan
7. Serve as chair of the Admission, Review and Dismissal (ARD) committee and work very closely with the Special Education Department as necessary
8. Plan and deliver small group instruction to low achieving students
8. Conduct staff and professional development training activities
9. Assist principal in planning, coordinating, and monitoring tutorials
10. Assist in monitoring instruction for first through fifth grades
11. Use technology to extract and analyze data to strengthen the teaching/learning process
12. Support principal and work cooperatively with staff, parents, and students
13. Coordinate and supervise district and campus testing
14. Use technology and data to strengthen the teaching/learning process
15. Facilitate Professional Learning Communities
16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. 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)



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Demonstrate regular and prompt attendance
21. Other duties as assigned

### 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: Teacher Evaluation and Support System (T-TESS)

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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: June, 2017**