



Longview Independent School District

JOB DESCRIPTION

ELA INSTRUCTIONAL SPECIALIST

JOB TITLE:	ELA Instructional Specialist	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Elementary Campus	PAY GRADE:	Teacher Pay Schedule May Include Stipend (Grant Funded)

PRIMARY PURPOSE:

To increase the language arts and reading achievement of elementary school students by building instructional capacity of classroom teachers; provide technical assistance and support to classroom teachers and principals in literacy instruction; model lessons which include best instructional practices in literacy instruction for elementary school teachers, monitor classroom instruction, and coach teachers in literacy practice; enable students to develop competencies and skills to function successfully in testing strategies

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned and success in teaching TEKS strategies

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

Experience:

At least three years of successful elementary teaching experience as demonstrated by data



Longview Independent School District

JOB DESCRIPTION

ELA INSTRUCTIONAL SPECIALIST

MAJOR RESPONSIBILITIES AND DUTIES:

1. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
2. Manage student behavior in accordance with Student Code of Conduct and student handbook
3. Analyze STAAR/Assessment data
4. Coordinate STAAR service delivery plan
5. Provide/model for teacher's instructional strategies established by Texas Education
6. Plan and deliver small group instruction to low achieving students
7. Assist principal in planning, coordinating, and monitoring tutorials
8. Assist in monitoring instruction for pre-kindergarten through fifth grades
9. Use technology to extract data to strengthen the teaching/learning process
10. Support principal and work cooperatively with staff, parents and students
11. Coordinate and supervise district and campus testing
12. Plan and conduct professional development activities
13. Work with consultants to schedule and plan a program of professional development
14. Participate in staff development activities to improve job-related skills
15. Attend after-school meetings and summer training
16. Model instructional strategies and lessons from district literacy curriculum
17. Assist principals in monitoring classroom instruction, data analysis and implementation of program/curriculum
18. Conduct campus/grade level literacy team meetings and collaboration meetings
19. Provide technical assistance and support to principals and teachers



Longview Independent School District

JOB DESCRIPTION

ELA INSTRUCTIONAL SPECIALIST

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Coordinate selection and organization of appropriate instructional and professional resources
21. Conduct research to identify best instructional practices to share with principals and colleagues
22. Analyze and utilize assessment data to plan effective instruction
23. Monitor progress of at-risk students
24. Participate in campus planning activities as appropriate
25. Assist in parent involvement training
26. Maintain a professional relationship with colleagues, students, parents, and community members
27. Establish and maintain open lines of communication by conducting conferences with parents, students, teachers, and principals
28. Attend and meet the requirements for Literacy Coaches training from consultant
29. Monitor AR programs
30. Attend Team Leaders meeting
31. Continue technology training
32. Comply with district policies, as well as state and federal laws and regulations
33. Adhere to the district's safety policies and procedures
34. Maintain confidentiality in the conduct of district business
35. 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)
36. Demonstrate regular and prompt attendance
37. Other duties as assigned



Longview Independent School District

JOB DESCRIPTION

ELA INSTRUCTIONAL SPECIALIST

SUPERVISORY RESPONSIBILITIES:

- Tutorial Tier 2 program
- Monitoring teachers in literacy/writing or ELA
- Monitoring the new teachers in literacy
- Literacy benchmark testing; TPRI, Tejas Lee and Benchmark Assessment System (BAS)
- Plan, budget, and coordinate literacy resources

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)

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: March, 2017