



Longview Independent School District

JOB DESCRIPTION

ELEMENTARY ELA SPECIALIST

JOB TITLE:	Elementary ELA Specialist	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	203 Days
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Administrative 1

PRIMARY PURPOSE:

The Elementary Reading Specialist is responsible for the supervision of the elementary school curriculum, instruction, and assessment program in reading and language arts. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating and evaluating.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from accredited college or university in related field

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

Special Knowledge/Skills:

- Knowledge of curriculum and technology used in the instructional setting
- Ability to develop and deliver reading and writing staff development
- Strong organizational, communications, and interpersonal skills

Experience:

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

MAJOR RESPONSIBILITIES AND DUTIES:

1. Compile, maintain, and file all reports, records and other documents related to instructional programs



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

2. Manage communication between staff and the Curriculum and Instruction Department
3. Advocate, facilitate and monitor the alignment, instruction, and assessment improvement in the accomplishment of district reading and writing goals
4. Serve as a support for school walk-throughs
5. Evaluate and improve the planning process
6. Provide support/mentoring/training for identified teachers and campus administrators
7. Work with teachers (one-on-one or small groups) to refine their knowledge and skills; methods of instruction may include in-class coaching, peer observation, co-teaching, and modeling effective instruction
8. Design and deliver professional development for teachers
9. Assist school personnel in analyzing data for continuous improvement of student achievement in reading and language arts
10. Encourage teachers' involvement, empowerment, responsibility, and innovation in school improvement activities
11. Assist schools in securing appropriate instructional materials
12. Assist teachers in creating classroom learning systems
13. Assist school with articulation of the reading and language arts program from grade to grade and level to level
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business
17. 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)

18. Demonstrate regular and prompt attendance
19. Other duties as assigned

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