



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL SPECIALIST – SECONDARY MATH

JOB TITLE:	Instructional Specialist Secondary Math	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



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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



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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:

None

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: June, 2017