



Title:	Instructional Support Teacher
Reports To:	Campus Principal and Curriculum Director
Department:	Assigned Campus/Department
Status:	Exempt
Terms:	187 Days
Pay Grade:	TC10

### Primary Purpose:

The Instructional Support Teacher (IST) will provide academic support to classroom teachers to ensure the continuous development of instructional skills among teachers. The IST will serve as a direct link between the district Teaching and Learning department and campuses. Examples may include professional learning and delivery, assessment design and support, and data driven practices for continuous improvement. The IST will have responsibilities at the campus(es) and district level.

### Qualifications:

#### Education/Certification:

Bachelor's Degree from accredited university  
Master's Degree from an accredited university/college (preferred)  
Valid Texas teaching certificate appropriate to subject and grade level assigned  
Bilingual/ESL Certification (preferred)

#### Special Knowledge/Skills:

Content knowledge specific to job posting  
Knowledge of curriculum design and implementation of TEKS alignment to instruction Knowledge and skills to support instructional strategies for diverse learners  
Knowledge of a variety of effective instructional strategies and classroom management  
Ability to interpret data and evaluate instructional programs and teaching effectiveness  
Ability to develop and deliver training to adult learners  
Strong organizational, communication, and interpersonal skills  
Ability to balance campus and district responsibilities with effective time management and task completion  
Use technology tools to help teachers challenge and support students in a positive and supportive manner

#### Experience:

Three or more years teaching experience with proven success in the content area associated with the position

### Major Responsibilities and Duties:

#### Campus Responsibilities

1. Work collaboratively with assigned classroom teachers to establish specific, measurable, achievable, relevant, and timely goals.
2. Support the continuous professional growth and improvement of teacher instructional skills through coaching, modeling, and collaborative problem-solving.



3. Observe classroom instruction, provide feedback, and increase teacher capacity
4. Plan and provide appropriate professional learning for teachers, administrators, and staff.
5. Develop and disseminate relevant and timely updates to teachers and campus leaders. regarding formative and summative assessments, as well as district initiatives.
6. Perform other duties as assigned.

### **District Responsibilities**

7. Provide district representatives with feedback regarding professional learning needs, the effectiveness of the district curriculum, and the implementation of new programs, initiatives, etc.
8. Lead and attend district professional learning sessions.
9. Support district initiatives.
10. Maintain effective working relationships and good rapport with colleagues and other district stakeholders.
11. Maintain activity log and data progression tool for instructional support.
12. Develop district assessments and support state testing.
13. Develop acceleration and enrichment programs.
14. Perform other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking; frequent district and occasional statewide travel

**Physical Demands/Environmental Factors:** Exposure to childhood communicable diseases; good general health and stamina needed; driving between campuses; lifting and carrying

**Mental Demands:** Ability to communicate effectively (verbal and written); ability to instruct and maintain confidentiality; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Signature

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Printed Name

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Date