



**Job Title:** Instructional Support Teacher

**Exemption Status/Test:** Exempt

**Reports to:** Campus Principal

**Date Revised:** July 2024

**Dept./School:** Assigned Campus

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**Primary Purpose:**

To advance student achievement among elementary learners in RLA, math, science, and social studies by providing direct pedagogical assistance and instructional support to administrators and classroom teachers, ensuring the effective implementation of the district's programs, curriculum, instructional technology, resources, and instructional requirements

**Qualifications:**

**Education/Certification:**

- Bachelor's Degree
- Valid Texas Teaching certification EC-6, Elementary 1-8, or EC-4
- ESL Supplemental

**Experience:**

- Minimum of five (5) years of successful classroom teaching experience at the elementary level in public education at upper-grade levels

**Special Knowledge/Skills/Abilities:**

- Experience with the implementation of instructional strategies that promote and enhance the academic achievement of all learners
- Experience and knowledge of implementation with classroom manipulatives and technology
- Expertise in culturally responsive pedagogy
- Demonstrated strong organizational, communication, public relations, and interpersonal skills required to achieve the goals of the position
- Experience with the implementation of professional development
- Experience with providing academic and socio-emotional support to special populations
- Experience with teacher coaching, designing data-driven instruction and facilitating professional learning communities

**Primary Responsibilities and Duties:**

**Instructional and Program Management**

**Observation and Feedback**

- Provides data-driven weekly coaching, engaging in the full coaching cycle with feedback and follow-up
- Communicates with campus administrators regularly

**Curriculum and Instruction**

- Provides support for the use of the district-approved HQIM for Tier 1 instruction
- Guides and supports lesson internalizations and rehearsals
- Serves as a resource for classroom teachers to identify best research based instructional

strategies

- Supports implementation of small group instruction

#### **Data Analysis and Action Planning**

- Analyzes campus data to determine instructional strategies to target needs, and monitors progress of Tier 1 instruction
- Analyzes district-approved machine learning data to support teachers in creating personalized learning plans for students
- Develops a plan to ensure teachers are progress monitoring and goal setting with students and using data to plan for and drive small group instruction that yields increasing levels of student achievement.
- Calendars time to reflect weekly priorities which includes support of teachers demonstrating limited growth and student performance.

#### **Modeling and Co-teaching**

- Works with teachers- conferencing, modeling, observing, co-teaching, and co-planning
- Assists teachers with identifying needs and instructional strategies for at-risk students, emergent bilingual students, and other special populations

#### **Learning Facilitator**

- Delivers, plans, and creates effective professional development for classroom teachers based on teacher & campus needs
- Participates in and supports grade level PLCs
- Participates in all required professional development trainings and meetings
- Presents district professional development trainings

#### **Additional Responsibilities:**

- Articulates the district's mission and instructional philosophy to the community and solicits its support in realizing the district's mission and goals
- Supports and follows federal, state and local rules and policies
- Uses appropriate and effective communication skills to present information accurately and clearly
- Demonstrates awareness of district-community needs and initiate activities to meet those needs
- Communicates to district staff, parents, students, and community members in a manner that conveys respect, concern, and high expectations
- Establishes and maintains a professional relationship and open communication with teachers, staff, administrators, parents, and community members
- Uses appropriate and effective techniques to encourage community and parent involvement
- Fosters rapport between the district and the community through positive involvement in civic activities
- Pursues professional development through reading, attending conferences, and being involved with related agencies and organizations
- Performs all other duties as assigned

#### **Supervisory Responsibilities:**

None

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

**Mental Demands:** Work with frequent interruptions; coordinate multiple tasks simultaneously; maintain emotional control under stress;

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Occasional district wide travel; frequent prolonged and irregular hours

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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.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_