



## Job Description

<b>Position Title:</b>	Instructional Specialist
<b>Job Title:</b>	Instructional Specialist
<b>Function:</b>	Instruction
<b>Family:</b>	Instructional Support

<b>Reports to:</b>	Department Coordinator, Director, or Exec. Director	<b>Pay Grade:</b>	E17
<b>Terms of Employment:</b>	<ul style="list-style-type: none"><li>• 197 days per year.</li><li>• Prob/Other Professional employment agreement.</li><li>• Salary is in pay grade E17 on the Exempt SAISD Compensation Plan.</li><li>• Entry salary is at \$59,494.00 with consideration for directly related experience.</li><li>• Additional stipend of \$7,500 for Instructional Specialist duties.</li></ul>	<b>FLSA Classification:</b>	Exempt
<b>Funding Source:</b>	This position is locally funded		

### Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

### Position Summary

The instructional specialist is an extension of the Curriculum & Instruction Department who facilitates implementation of the departments' strategic initiatives to improve student achievement through district-wide programmatic support of curriculum, instruction, assessment, and professional development. The instructional specialist engages with staff by coaching, model teaching, providing targeted intervention group instruction based on data, managing curriculum collaboratively with teachers, and providing professional development. The work of the instructional specialist is driven by data and the goals for the Curriculum & Instruction Department.

### Essential Functions / Key Responsibilities

1. Apply in-depth knowledge to provide instructional programs designed to assist teachers with developing skills in the preparation of effective learning (lesson) plans, presentation of content, classroom management, and school and community communications. Serve as a liaison between the school, and the assigned office or department.
2. Lead the collaboration with the content area Director in planning, implementing, and evaluating department instructional goals and maintains frequent communication regarding campus support.
3. Provide curriculum, instruction and assessment support to district and campus staff using advanced knowledge to vertically articulate goals and initiatives of the respective content area and the Department of Curriculum & Instruction.
4. Design, develop, and maintain curriculum resources for the department collaboratively with teachers.



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5. Facilitates effective implementation of district instructional frameworks and curriculum programs under general supervision.
6. Facilitate effective implementation of district instructional frameworks and curriculum programs.
7. Apply advance knowledge to develop coaching plans for a continuum of services and conducting professional development trainings for multiple campuses.
8. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### **Minimum Requirements**

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 5+ years progressive experience in teaching.
- Valid Teaching certification.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

### **Preferred Qualifications**

- Master's Degree from an accredited college or university.
- 8+ years progressive experience in teaching.

### **Knowledge, Skills & Abilities**

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Strong organizational skills and attention to detail.
- Ability to work independently utilizing effective time management skills.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternatives solutions, conclusions, or approaches to the problems.
- Knowledge of and skill in implementing appropriate curriculum activities and materials.
- Knowledge of the content area and skill in applying the principles and practices of the area of assignment.

### **Working Conditions**

#### **Work Environment:**

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

#### **Physical Demands/Requirements:**

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.



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### Supervisory Responsibilities / Direct Reports

- None

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_