

Pineywoods Community Academy
Instructional Specialist

Contract Term: 207 Days
Qualifications: Master's Degree
Instructional Specialist or related field, preferred.
Three to five years of instructional support experience in math & reading, preferred.
Valid teaching certificate with at least 5 years successful teaching experience.
Reports To: Principal

Job Description:
Serve in a leadership role to provide guidance and support in instructional delivery and content knowledge.

Responsibilities:

1. Assists in planning and conducting professional development as part of campus or the district's professional development program.
2. Assists teachers in assessing depth and complexity of TEKS.
3. Models and participates in effective instructional practices.
4. Plans, implements and evaluates TEKS-based instruction on campuses.
5. Demonstrates effective coaching, guidance and communication skills.
6. Performs classroom visitations and monitors curriculum implementation through effective coaching methods.
7. Keeps current on professional written materials, current research on effective instruction and state/federal expectations.
8. Provides feedback to campus and district personnel on the effective implementation of research based, high yield instructional strategies.
9. Reviews and discusses assessment data.
10. Plans and implements data based interventions to improve instruction.
11. Provides content instructional modeling/coaching and feedback to teachers on their implementation of successful instructional strategies in the classroom at their individual level support needed.
12. Attends district meetings as scheduled and participates in meetings and special events as assigned.
13. Compiles, maintains and presents reports, records and other documentation required.
14. Provides follow up support to ensure proper implementation of best practices.
15. Collaborates with interventionists, such as the bilingual, RTI and Special Education interventionists to ensure the implementation of appropriate interventions for students who are struggling academically.
16. Maintains the confidentiality of campus personnel and students.
17. Performs duties in a professional, ethical and responsible manner as defined in the TEA Code of Ethics for Educators.
18. Maintains a professional working relationship with principals, colleagues, students and supervisors.
19. Uses information provided through the district appraisal process to improve performance.
20. Establishes and meets annual performance goals.
21. Supports and monitors the fidelity of district initiatives from campus to campus ensuring that the instruction across the district is maintained at a high level.
22. Supports campus professional learning communities.
23. Provides staff development as needed.
24. Performs other tasks and assumes such responsibilities as related to the position as assigned.