



Job Title: Instructional Support Teacher

Exemption Status: Exempt

Reports to: Campus Principal

Date Revised: May 2025

Dept./School: Assigned Campus

Pay Grade: 100

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 in a related area
- 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:

- Knowledge of the implementation of instructional strategies that promote and enhance the academic achievement of all learners
- 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
- Knowledge of the implementation of professional development
- Knowledge of providing academic and socio-emotional support to special populations
- Knowledge with teacher coaching, designing data-driven instruction, and facilitating professional learning communities

Primary Responsibilities and Duties:

Instructional and Program Management

Observation and Feedback

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

Curriculum and Instruction

3. Provides support for the use of the district-approved HQIM for Tier 1 instruction.
4. Guides and supports lesson internalizations and rehearsals.
5. Serves as a resource for classroom teachers to identify the best research-based instructional strategies.
6. Supports the implementation of small group instruction.

Data Analysis and Action Planning

7. Analyzes campus data to determine instructional strategies to target needs, and monitors the

progress of Tier 1 instruction

8. Analyzes district-approved machine learning data to support teachers in creating personalized learning plans for students
9. 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.
10. Calendar time to reflect on weekly priorities, which includes support of teachers demonstrating limited growth and student performance.

Modeling and Co-teaching

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

Learning Facilitator

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

Additional Responsibilities:

17. Articulates the district's mission and instructional philosophy to the community and solicits its support in realizing the district's mission and goals.
18. Supports and follows federal, state, and local rules and policies.
19. Uses appropriate and effective communication skills to present information accurately and clearly.
20. Demonstrates awareness of district-community needs and initiates activities to address them.
21. Communicates to district staff, parents, students, and community members in a manner that conveys respect, concern, and high expectations.
22. Establishes and maintains a professional relationship and open communication with teachers, staff, administrators, parents, and community members.
23. Uses appropriate and effective techniques to encourage community and parent involvement
24. Fosters rapport between the district and the community through active civic involvement.
25. Pursues professional development through reading, attending conferences, and being involved with related agencies and organizations.
26. 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 a personal computer and peripherals

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

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

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

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

This document describes the general purpose and responsibilities assigned to this job. It 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 _____