



Job Title: Early Learning Instructional Specialist

Exemption Status: Exempt

Reports to: Coordinator Sail Program

Date Revised: June 2024

Dept./School: Teaching & Learning Development

Pay Grade: 104

Primary Purpose:

Support the implementation of a learning model that addresses academic and knowledge gaps in the primary grade levels. Monitor data and provide campus support for high-leverage language acquisition instructional practices through professional learning, guidance, coaching, and training supervision.

Qualifications:

Education/Certification:

- Bachelor's degree in a related area
- Valid Teaching Certification

Experience:

- Minimum of three (3) years of teaching experience

Special Knowledge/Skills:

- Ability to provide instructional leadership and support
- Experience coaching teachers with an emphasis on best instructional practices
- Knowledge of sheltered strategies and other instructional practices
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Program Management

1. Assist in delivering district-wide training.
2. Work with classroom teachers to provide support in the use of sheltered instruction and language acquisition strategies.
3. Assist in coordinating SAIL classroom walks and coaching teachers.
4. Collaborate with campus leadership teams to facilitate progress toward campus goals.
5. Assist in the monitoring of the progress and success of district SAIL programs.
6. Compile, maintain, and file all reports, records, and other documents required, including mandatory financial reports to TEA.
7. Comply with federal and state laws and regulations and local board policies.
8. Maintain confidentiality.
9. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

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

Environment: May work prolonged or irregular hours; occasional district-wide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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 _____