



Job Title: Intermediate Support Teacher

Exemption Status/Test: Exempt

Reports to: Coordinator

Date Revised: June 2023

Dept./School: Teaching and Learning Development

Pay Grade: 100

Primary Purpose:

To advance student achievement among elementary learners 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, or Elem 1-8 or EC-4
- ESL Supplemental

Experience:

- Minimum of five (5) years of successful classroom teaching experience

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
- Knowledge 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 of teacher coaching, designing data-driven instruction, and facilitating professional learning communities

Major Responsibilities and Duties:

Instructional and Program Management

1. Provides support for the implementation and stewardship of elementary programs.
2. Implements best practices related to technology use in the classroom and computer labs
3. Collaborate at grade-level team/department meetings to analyze data, review student work, debrief classroom observations and best practices, identify student needs, and plan differentiated instruction.
4. Provides support by working with teachers to plan, deliver, and analyze lessons using effective strategies.
5. Supports campus administration in providing professional development addressing specific program requirements and course content, including English Language Proficiency Standards (ELPS) and sheltered instruction.
6. Collaborates with the principal and teachers to ensure that intervention services are tailored to meet linguistic and academic needs.
7. Conducts demonstration lessons and facilitates classroom observations to improve instruction.

Student Management

8. Provide instructional support to schools to help accelerate students who are not demonstrating the required growth, as measured by TELPAS and STAAR.
9. Assists with implementing procedures to maximize instructional opportunities within each elementary school.

Policy, Reports, and Law

10. Works to ensure schools comply with federal, state, and local requirements outlined in statutes, education code, administrative code, and policy.
11. Interprets and implements school district policies and procedures for the schools to implement programs.
12. Supports the preparation of federal/state/local reports accurately and timely and makes local recommendations relative to programs as requested.
13. Supports and follows federal, state, and local rules and policies.

Budget and Inventory

14. Works with teachers and technology staff to select resources compatible with the goals.

Personnel Management

15. Provides support, encouragement, opportunities, and structure for staff to continually design more effective teaching and learning experiences for all students.
16. Provides timely, specific feedback to educators serving all students that validates best practices and encourages reflection.
17. Systematically and fairly recognizes and celebrates the accomplishments of staff and students.

Communications and Community Relations

18. Promotes and supports structures for family and community involvement across the district.
19. Collaboratively establishes a culture that welcomes and honors families and communities and seeks ways to engage them in student learning.
20. Perform 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: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

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

Environment: Frequent districtwide travel; routine statewide travel; some late 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
