



Job Title: Instruction Leadership Specialist

Exemption Status: Exempt

Reports to: Executive Director of Leadership

Date Revised: October 2021

Dept./School: Areas

Pay Grade: 106

Primary Purpose:

Serve as the specialist to the Executive Director of Leadership and campuses, overseeing and monitoring effective campus support structures. Facilitate, coordinate, and monitor the support needed to ensure campuses serve the academic needs of all students, thereby increasing student performance and achievement. Monitor, communicate, and respond to student data to identify areas of concern and provide the needed support for campuses and teachers. Ensure the implementation of the Academic Acceleration Plan.

Qualifications:

Education/Certification:

- Master's Degree in a related field
- Valid Texas Teaching Certificate

Experience:

- Minimum of three (3) years of teaching experience
- Some experience in conducting professional development training sessions and data analysis

Special Knowledge/Skills/Abilities:

- Ability to effectively work as a member of a cross-functional team
- Demonstrated leadership skills at the campus level
- Ability to work with others; conflict management skills
- Knowledge of curriculum and instruction
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to implement policy and procedure
- Strong communication
- Collaboration ability
- Strong organizational, communication, and interpersonal skills
- Ability to communicate effectively with stakeholders

Major Responsibilities and Duties:

Instructional and Program Management

1. Collaborate with the executive director of leadership and other leadership team members to monitor, analyze, and respond to student data.
2. Make recommendations for areas of support based on data and knowledge of campuses.
3. Coordinate data review meetings with the leadership team members to review campus data and proactively identify areas of support.
4. Support professional development based on district and campus needs assessments.
5. Assist with the coordination, monitoring, and implementation of campus support.
6. Utilizing researched, proven best practices, deliver district and campus training regarding the implementation of data sources and scaffolding of core instruction to improve achievement of all students.
7. Use assessment data to improve outcomes of the teaching/learning process.
8. Work collaboratively with other instructional delivery team members.

9. Systemically monitors the effectiveness of campus support structures and provides recommendations for adjustment.
10. Collaborates with campus leadership on campus support structures.
11. Coordinates and monitors effective deployment of campus support to improve tier-one instruction and to ensure effective implementation of the Academic Acceleration Plan.
12. Provide leadership to instructional staff in evaluating and selecting materials to meet the needs of all students.
13. Assist in the coordination, collection, and maintenance of student and campus-level data.
14. Systematically monitor the effectiveness of instructional programs and provide continuous support to instructional staff and campus principals to achieve campus and district goals.
15. Assist in the preparation of reports, recommendations, and inventories relative to student performance.
16. Serve as an intervention expert to support campus teams in implementing tier 2/3 interventions, including coordination of planning, testing, training intervention teams, and placement of students.
17. All other duties as assigned.

District / Organizational Improvement

18. Supports principals' and teachers' efforts to meet district goals, as measured by the Texas Academic Performance Standards, to improve overall performance.
19. Systematically monitors the effectiveness of instructional programs by observations and analysis of campus and district test data.
20. Works cooperatively with other district staff to develop the mission and articulate the vision for the district's instructional program.

Policy, Reports, and Law

21. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
22. Compile, maintain, and file all reports, records, and other documents as required.

Budget

23. Provide input on the development of the department budget based on the needs assessment.

Communication

24. Use appropriate and effective communication skills to present information accurately and clearly.
25. Establish and maintain a professional relationship and open communication with district leaders, instructional delivery support team members, principals, teachers, staff, parents, and community members.
26. Communicate and collaborate with other departments, district staff, parents, students, and community members in a manner that conveys respect, concern, and high expectations.

Community Relations

27. Articulate the district's mission, instructional philosophy, and instructional programming to the community and solicit its support in realizing the district's mission.
28. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
29. Use appropriate and effective techniques to encourage community and parent involvement.

30. Foster rapport between the district and the community through positive involvement and civic activities.
31. Pursue professional development through reading, attending conferences, and being involved with related agencies and organizations.
32. 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, frequent keyboarding, and use of a mouse; occasional reaching

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

Environment: Frequent district-wide travel; occasional statewide 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 _____