

Sheldon ISD Job Description

Campus Professional

Job Title: Campus Instructional Specialist

Exemption Status: Exempt

Reports to: Principal / Curriculum and Instruction

Pay Grade: Cert. Professional

Dept./School: Assigned Campus

Date Revised: 5/2021

Primary Purpose:

Provide leadership to campus content teachers and facilitate the implementation of the district's core subject curriculum.

Qualifications:

Education/Certification:

Texas teaching certificate with appropriate endorsements
Master's degree or in progress

Special Knowledge/Skills:

Demonstrate ability to communicate clearly and effectively in both written and oral formats
Integrate technology into planning, learning, and record-keeping activities
Strong organizational, communication, and interpersonal skills
Ability to demonstrate a thorough understanding of the instructional/learning process
Knowledge of effective teaching strategies

Experience:

Five years of classroom teaching experience

Major Responsibilities and Duties:

- Plan and assist staff in implementing effective, differentiated lessons and research-based practices that improve the performance and success of all students.
- Assist teachers with designing, analyzing, reflecting on and refining instructional lessons that are rigorous and relevant.
- Ensure the implementation of the district adopted curriculum.
- Provide ongoing instructional coaching and professional development.
- Model evidence-based instructional practices through lessons demonstrated with students and through professional development.
- Increase assessment literacy, including the development of formative and summative assessments that measure student mastery of the Texas Essential Knowledge and Skills.
- Facilitate the deconstruction of TEKS to align instruction and assessment.
- Stay current on best practices to strengthen knowledge and skills.
- Utilize monitoring tools and appropriate software to track student progress, to manipulate and disaggregate data, and to provide campus personnel with appropriate analysis.
- Support teachers in planning appropriate interventions and work with students to provide acceleration/intervention, as needed.
- Provide direct instruction to identified students in individual, and/or small and whole group settings.
- Participate in the evaluation, revision and implementation of the district curriculum, instructional resources, professional learning, and benchmark assessments with continuous reflection on test design and alignment to TEKS and scope and sequence.

- Collaborate with the campus principal and district personnel to develop a detailed action plan that addresses the use of professional development, coaching opportunities and classroom observations to increase student learning.
- Initiate and facilitate high-quality campus-wide or individualized professional learning.
- Prepare, develop and conduct district-level professional development sessions in collaboration with curriculum coordinator(s) and other campus instructional specialists.
- Collaborate with campus principal and district administrators to implement, monitor, evaluate and refine district instructional initiatives.
- Attend campus and district meetings, trainings, and events during or apart from the school day as directed by the campus principal and/or curriculum coordinator.
- Consistently analyze teacher practice through ongoing classroom observations, data analysis and examination of student work and provide clear, descriptive feedback based on that analysis.
- Examine campus, district and state assessment data, focusing on trends, individual student performance, programs or processes, and demographics to assist in decision making and action planning.
- Analyze campus data to guide development and delivery of appropriate intervention strategies for students.
- Support collaborative, high-functioning campus and district professional learning communities.
- Meet regularly with PLC teams and the campus principal to report on instructional practices and progress while planning “next steps” for student and school improvement.
- Other duties as assigned.

Professional Growth and Development

- Pursue and participate fully in ongoing professional development to extend instructional competencies and to improve skills related to job assignment.
- Demonstrate strong interpersonal skills with adults.
- Remain current in best practices and developing trends.
- Network with other campus instructional specialists.

School or Community Relations

- Articulate and promote the Sheldon ISD mission and vision.
- Actively engage families in their students’ education.
- Communicate and promote high expectations of staff and student performance; recognize excellence and achievement.
- Foster a culture of teamwork and leadership.

Professionalism and Ethics

- Maintain positive, collaborative working relationships with others.
- Comply with policies established by federal and state law, State Board of Education rules, and local board policy.
- Adhere to ethical standards of the S.B.E.C. State of Texas Code of Ethics and Standard Practices for Texas Educators.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
- Maintain confidentiality.
- Perform other related duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____