Job Title: Federal Programs Specialist **Exemption Status:** Exempt

Reports to: Deputy Superintendent **Code:**

Dept./School: Administration Office

Primary Purpose:

Provide support for leadership, planning, and implementation concerning curriculum, instructional best practices, and parent engagement to ensure a high-quality instructional system is implemented that will enhance student learning and ultimately reduce instructional learning gaps. Specialist will work in consultation with Deputy Superintendent and campus administrators.

Qualifications:

Education/Certification:
Valid Texas teaching certificate
Preferred: Master's degree from accredited university

Special Knowledge/Skills:
Knowledge of curriculum design and instructional best practices
Ability to interpret data and evaluate instruction programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Ability to design and coordinate family engagement activities with campus/district leaders
Strong organizational, communication, and interpersonal skills
Ability to maintain positive working relationships with the public and staff
Excellent written and verbal communication skills
High degree of computer proficiency, empoWEr for SpEd, EB, §504, Title 1 Crate

Experience:
Preferred: A minimum of three years teaching experience

Major Responsibilities and Duties:

Program Management (EB, §504, MTSS, Title 1, Parent and Family Engagement)

1. Work cooperatively with Deputy Superintendent and campus principals to support instructional programs designed to increase student learning.

2. Implement procedures and process to identify EB and §504 students at all grade levels district-wide, including review of student data, monitoring, and testing of students.

3. Coordinate the ordering and use of instructional aids and materials for supplemental instructional programs.

4. Utilize appropriate data driven decision making to evaluate program effectiveness. Based on evaluative findings (including student achievement data) recommend changes as needed.

5. Compile, maintain, and file all physical and computerized reports, records, and other documents required. (empoWEr)

6. Support and collaborate with campus administrators to implement MTSS process, by assisting in the evaluation and analysis of data to determine instructional needs and ensure interventions are being carried out with fidelity.

Parent and Family Engagement / Title 1

7. Provide support for the MISD Title I Parent and Family Engagement programs at all Title I Campuses.

8. Planning and facilitating the District Family and Parent Engagement Advisory Committee.

9. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of parents involved.

10. Create engaging activities to promote parent/community engagement, solicit participation, conduct parent/community needs analysis, and collaborate with campus/district administration to enhance family engagement services.

11. Provide educational programs that strengthen parenting skills and help parents to provide educational assistance to their children. (The Village)

12. Oversee and maintain compliance artifacts for Title 1 Crate, compile, maintain, and file all reports, records, and other documents required.

13. Compile and maintain all professional development records for MISD personnel. (ie. Compliance course, T-CASE, Local, SpEd, Administrator)

Substitute Teacher Program

14. Receive, process, and maintain files and records for substitutes and screening of Teacher Observation candidates of the district.

15. Provide customer service for walk-in traffic and phone inquiries regarding the application process for substitutes and general department information.

16. Interview, reference check, and originate substitute employee personnel folders and new hire paperwork.

17. Schedule, monitor/evaluate, and organize substitute teacher training and orientation. (Canvas)

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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 mouse; occasional reaching

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

Environment: Frequent districtwide travel; occasional statewide travel

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.