



HIGHLAND PARK ISD

Office of Human Resources

Job Title: MII Research & Curriculum Specialist

Exemption Status/Test: Exempt/Education

Reports to: Executive Director of Moody Innovation Institute

Pay Grade/Days: PR05/226 days

Dept./School: Education Services

Date Revised: June 2023

PRIMARY PURPOSE:

Organize and direct the Moody Education Solutions Accelerator program at Highland Park Independent School District for educational research initiatives in collaboration with HPISD. Coordination and development of curriculum in MAPS program.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree
Master's Degree
Texas Teacher certification in appropriate areas of research/curriculum

Knowledge/Skills/Abilities:

Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to implement policy and procedures
Ability to interpret data
Excellent organizational, communication, and interpersonal skill

Experience:

Minimum 2 years experience with educational research
Minimum 3 years public school teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

Research Management

1. Implements the strategic directions and activities of MESA and Moody Innovation Institute, led by the Executive Director of Moody Innovation Institute, as outlined in the Moody Foundation grant agreement with HPISD.
2. Works daily with the Executive Director of MII on research and implementation of research aligned with programmatic goals, grant expectations, and district goals.
3. Foster collegiality and team building among participating staff members. Encourage active involvement in the decision-making process.
4. Collaborates with Education Services regarding the alignment of the grant specific research projects with campus and district goals.
5. Collaborates with campus principals regarding various research projects associated with the campus.



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6. Actively participates in the research and dissemination of project findings and regular reports to the greater education community through appropriate publications and presentations.
7. Assist the Principal, Executive Director of Moody Innovation Institute, Deputy Superintendent, and Assistant Superintendent for Education Services develop, maintain, and use information systems to maintain records and track progress on performance objectives and academic excellence indicators.

Curriculum & Instruction Support

8. Ensure students are adequately supervised during non-instructional times.
9. Coordinate, develop, and maintain curriculum and documentation for MAPS courses.
10. Develop, train, and provide support for innovative instructional approaches within MAPS.
11. Provide ongoing professional development for STEAM, MAPS, and MESA staff as appropriate to meet the goals of Moody Innovation Institute.
12. Collaborate with STEAM Instructional Coach on alignment of STEAM activities with district goals and objectives vertically from elementary through MAPS courses.
13. Collaborate with staff to requisition supplies, instructional materials, and equipment for MII programs including MAPS and MESA.

Moody Innovation Institute Support

14. Coordinate, monitor, and attend after school and evening events as necessary.
15. Articulate the school's mission to the community and solicit its support in realizing the mission as it pertains to the District and the MAPS program.
16. Develop and oversee the implementation of a summer program that would be in alignment with the MAPS program.
17. Participate, attend, or schedule meetings or professional learning opportunities for Moody/MAPS stakeholders as well as other campus or district related meetings.

Policy, Reports, and Law

18. Compile, maintain, and file all reports, records, and other documents required for the campus, district, and Moody Innovation Institute.
19. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines and ensure that programs are cost effective and managed wisely.
20. Develop and implement a continuing evaluation process and needs assessment of MII/MAPS/MESA programmatic services/participation and recommend changes to the Executive Director of Moody Innovation Institute based on the findings.
21. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
22. Follow district and campus safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Multi-line phone system; Standard office equipment including personal computer and peripherals

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



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

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____