Title: **Instructional Specialist** Pay Grade: 306
Reports to: Administrator Assigned FLSA: Exempt
Department: Department/Campus Assigned Length of Assignment: 217 or 226 days

Summary

Improve the quality of education of Ysleta ISD students by providing support to pre-kindergarten (pre-K), elementary, and secondary campus staff in the development, implementation, coordination, and assessment of instructional programs, projects, and initiatives. Provide leadership for the development and/or revision of district curricula to be aligned with pre-K guidelines, Texas Essential Knowledge & Skills (TEKS), and current state assessment instruments. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Assist with needs assessment, data disaggregation and analysis, the determination of short- and long-term goals aligned to pre-K guidelines and TEKS, defining summer school instructional focus, and identifying formative and summative assessment measures. Facilitate the implementation of the district strategic action plan.

2. Identify, coordinate, and/or facilitate district and campus-level professional development activities for teachers, administrators, and parents to include, but not limited to, curriculum planning, lesson design, and activities associated with effective instructional strategies and parental engagement efforts. Conduct follow-up sessions of professional development training.

3. Assume responsibility for districtwide coordination of instructional programs/activities to include but not limited to core content areas, SAT/PSAT, vertical teaming/alignment, Advanced Placement (AP) curriculum development, College and Career Readiness (CCR), Gifted and Talented (GT), and TEKS.

4. Serve as academic discipline leader for designated content area assigned and serve as liaison to designated schools.

5. Coordinate the development of district-level curricula frameworks and training that are aligned with the TEKS.

6. Ensure the alignment of campus programs with the district strategic action plan.

7. Collaborate with appropriate staff to develop, maintain, and revise curriculum documents and instructional strategies, including those related to summer school.

8. Facilitate the development and implementation of innovative district and campus-based instructional programs for students and parents. Support campus/district goals and personnel in all required formats.

9. Assist campus administrators in monitoring the implementation of campus instructional initiatives to include summer school. Assist administration in assessing the effectiveness and quality of instruction and instructional support programs.

10. Work with teachers and administrators in evaluating and selecting instructional resources to meet State Board of Education (SBOE) requirements and student needs.

11. Coordinate, support, and collaborate with campus administration and teachers in the integration and/or implementation of special populations and programs.

12. Assist in planning and implementing district- and campus-based decision-making processes.

13. Attendance at the work site is required to meet essential functions of the job.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.

Other Responsibilities

1. Participate in professional development activities as required by the district.

2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Master's degree; five (5) years of experience as a classroom teacher; experience providing professional development in specific core content areas.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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