Title: **Instructional Specialist – Special Education** Pay Grade: 306
Reports to: Administrator Assigned FLSA: Exempt
Department: Special Education 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 Special Education 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. Collaborate and coordinate with campus administration to meet scheduled training and observation dates and follow-up support.
2. Identify, coordinate, and/or facilitate district- and campus-level professional development activities for teachers, administrators, and parents to include, but not limited to, special education, curriculum planning, lesson design, and activities associated with effective instructional strategies and parental engagement efforts. Conduct follow-up sessions of professional development training.
3. Assist in developing Individualized Education Programs (IEPs) to facilitate the personal, social, and intellectual development of students.
4. Serve as academic Special Education leader for designated content area assigned and serve as liaison to designated schools.
5. Assist school teams to develop site-specific plans (i.e., scheduling, models of support, documenting support facilitation minutes, professional development, etc.). Knowledge of research-based instructional strategies and ability to assist teachers with effective implementation.
6. Provide support to campuses that serve students with a diverse range of abilities across all grade levels.
7. Work with teachers and administrators in implementing instructional resources to meet State Board of Education (SBOE) requirements and student needs.
8. Maintain accurate documentation for services provided at campuses as required by law and policy.
9. Support campuses by providing on-site observations, recommendations, and professional development for teachers and staff in the implementation of behavioral and positive classroom environments.
10. Provide classroom behavioral training for individual teachers, groups of teachers, and/or an entire staff.
11. Coordinate, support, and collaborate with campus administration and teachers in the integration and/or implementation of special populations and programs.
12. Assist campus administrators in monitoring the implementation of campus instructional initiatives. Assist in assessing the effectiveness and quality of instructional and instructional support programs.
13. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

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

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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 teacher; Valid Texas certification in Special Education; experience providing professional development in specific core content areas and/or special education program specific areas preferred.

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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