

Killeen Independent School District Job Description

Job Title: CTE Instructional Specialist
Reports To: Principal
FLSA Status: Exempt

SUMMARY

Facilitates instructional effectiveness, mentors new teachers, and coordinates curriculum development so that the learning needs of district students can be met. A maximum of 20% of the work year may be devoted to meeting district responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Shares effective instructional strategies with staff individually or in workshop settings.

Facilitates the orientation, development, and success of new teachers.

Assists teachers in implementing district curriculum for assigned campus.

Assists teachers in their Professional Learning Communities.

Facilitates the textbook adoption process by assisting in the organization of campus textbook task force members.

Coordinates the campus mentor program.

Serves as a campus and/or district trainer in professional development initiatives (including New Teacher Induction (NTI), mentor training, appraisal system, etc.).

Acts as project leader on curriculum projects; assists in writing curriculum.

Assists campus appraisers in developing (i.e., suggestions, recommendations), implementing, and reviewing a teacher appraisal system growth plan for "teachers in need of assistance."

Assists with local testing.

Models instructional techniques in the classroom.

Utilizes content area and specialization skills to provide instructional leadership in curriculum planning.

Utilizes insights gained in seminars, workshops, conventions, and professional meetings in local curriculum planning.

Assists in planning and implementing campus and district professional development programs appropriate to instructional needs.

Provides instructional guidance to all teachers on assigned campus, especially to new teachers.

Assists in the selection of instructional materials.

Assists principals in analyzing and interpreting test data with teachers.

Assists teachers in using test data to focus classroom instruction.

Organizes and distributes resource/instructional materials for classroom use (excluding state adopted textbooks).

Communicates clearly with teachers, administrators, and the community in oral and written form.

Serves as a liaison and communication link between district curriculum instruction personnel and the local campus.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and three years of teaching experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching certificate required; Principal certificate, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and educational correspondence. Ability to effectively present information and respond to questions from the principal, teachers, students, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply mathematical operation to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance and correlation techniques.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of educational instructions in diagram form and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS and ABILITIES

Ability to utilize computer software and interpret computer printout data, especially testing data.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: September 9, 2019

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