

## **Killeen Independent School District Job Description**

**Job Title:** District Instructional Specialist Elementary Primary  
**Reports To:** Director for Elementary Curriculum and Professional Development  
**FLSA Status:** Exempt

### **SUMMARY**

Designs and implements a wide variety of activities that promote a teaching staff that is highly qualified and able to help all students achieve challenging academic achievement standards. Works cooperatively with district personnel so that a consistently high standard is implemented and maintained in the area of advance academic programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Provides professional development that improves the knowledge of teachers, campus leadership and paraprofessionals in content knowledge and instructional practices that are scientifically based and aligned with district philosophy.

Develops and implements initiatives to promote retention of highly qualified teachers and campus leadership, including programs that provide teacher induction and mentoring.

Provides content expertise to collaborative groups of teachers and administrators.

Provides professional development support designed to improve the quality of educational leaders including the development and support of leadership academies.

Assists in the implementation of teacher advancement initiatives that promote professional growth and emphasize multiple career paths, such as paths to becoming a mentor teacher, career teacher, or exemplary teacher.

Coordinates the collaborative development and revision of curricula.

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

Assists in the selection, organization, and distribution of instructional materials.

Provides instructional leadership in the textbook adoption process by assisting in the organization of textbook task forces and the planning of textbook hearings.

Coordinates and provides support for the following K-5 programs as directed: Gifted and Talented (GT) program and International Baccalaureate (IB).

Maintains participation and eligibility on district GT students for PEIMS.

Maintains a budget for elementary Advanced Programs.

Maintains staff development records required for advanced programs (i.e. initial 30 hour GT staff development and 6 hour annual update requirement for GT teachers).

Directs the student identification progress for students as appropriate for each program.

Conducts annual GT program evaluations.

Oversees data collection and reporting of student/program information as directed.

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 five years of self-contained elementary classroom teaching, required. Experience in grades 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> and GT completion of the state required 30 hours of gifted and talented professional development, preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Elementary teaching certificate (grades EC-4, EC-6, PK-6, PK-8, 1-6, or 1-8) required. Principal Certificate preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, staff and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS AND ABILITIES**

Ability to use a personal computer and related software packages.

### **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. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

**Revised Date:** October 30, 2018

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.