

Killeen Independent School District Job Description

Job Title: District Instructional Specialist Secondary Mathematics/PE/Health
Reports To: Director for Secondary 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 advanced 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.

Provides support for the following K-12 programs as directed: Talented and Gifted (TAG) program, Advanced Placement, International Baccalaureate (IB), Dual Credit, Texas Bioscience Institute, P-16, Achieve Texas, and Advancement Via Individual Determination (AVID).

Coordinates the collection of data as guided by the national AVID Center and/or the district using available regional resources.

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 teaching experience in secondary math required. PE and Health Preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching certificate in secondary math (Middle School or High School levels) required. PE, Health and 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.