

Killeen Independent School District Job Description

Job Title: Teacher Incentive Allotment Specialist
Reports To: Assistant Superintendent for Learning Services
FLSA Status Exempt

SUMMARY: Coordinates, implements, and evaluates district level assessments and instruments used to measure student growth. Works cooperatively with district personnel so that a consistently high standard is implemented and maintained in the area of district assessment and student growth measures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides support to campus and district leadership in the implementation and monitoring of the Teacher Incentive Allotment program.

Assists in the development and update of manuals, training manuals, and materials related to the Teacher Incentive Allotment program.

Leads the development of student growth assessments related to the Teacher Incentive Allotment program.

Researches and analyzes the validity and reliability of third-party student growth assessments related to the Teacher Incentive Allotment program.

Assists with district assessment activities and reporting related to the Teacher Incentive Allotment program.

Works in collaboration with the Assessment and Accountability department to assist in the training of campus testing coordinators to ensure valid administration, scoring, and security of assessments related to Teacher Incentive Allotment program.

Analyzes data for all district assessments (CUAs, Pre-test/Post-test, etc.) and benchmark assessments.

Assists campuses in analyzing district assessment data to target instruction and implement program improvements.

Works with principals and teacher committees in conducting grade level, departmental/academic team meetings and vertical team meetings in order to affect the alignment of the instructional program throughout the district.

Assists in reviewing and evaluating results of district-wide testing programs and other evaluative measures used by the schools.

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.

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 in Curriculum and Instruction or Educational Administration and five years of teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching certificate 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: May 13, 2022

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.