

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Campus Instructional Specialist	Wage/Hour Status:	Exempt
Reports To:	Building Principal	Pay Range:	820/830
Dept./School:	Campus	Date Revised:	04/30/2021

Primary Purpose:

Assist with the implementation of the Literacy/Math/Science/Social Studies program at the campus; work in a liaison role with the building principal and curriculum department to support the campus program.

Qualifications:

Education/Certification:

Bachelor's Degree (required)

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Demonstrated competency in the core academic subject area assigned

ESL Certification is required for Pre-K and elementary teachers. *This requirement does not include elementary art, music and physical education teachers.

Special Knowledge/Skills:

Knowledge of core academic subjects assigned

Knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication and interpersonal skills

Ability to analyze, interpret and use student data to guide instruction for students

Ability to plan, monitor and evaluate outcomes of the targeted intervention and accommodations for students

Ability to facilitate differentiation of the instructional program

Multisensory instructional background and training

Experience:

Three years of teaching experience in a Plano ISD elementary school (preferred)

Experience as a team leader (preferred)

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Major Responsibilities and Duties:

Program Management

Conduct formal and informal campus meetings regarding curricular programs and intervention

Encourage and support development and implementation of instructional goals relating to the Strategic Plan of the district and the campus SBIC

Facilitate the implementation of new materials, methodologies, philosophies, and innovations for dyslexia to meet the needs of students

School Climate

Ensure that district goals and objectives are implemented with the involvement of coordinators, principals, and teachers when appropriate

Communicate and support expectations that are consistent with district culture and objectives

Develop procedures to facilitate collaborative decision-making processes, foster and promote collegiality and team building

Promote a positive, supportive, learner-centered climate

Maintain a positive and effective relationship with principals, coordinators, teachers and students

Comply with all district and local campus routines and regulations

School Improvement

Assist in clarifying and pursuing a common vision for district and campus improvement

Actively support the efforts to achieve district goals and objectives and the campus academic performance objectives.

Support implementation of district and campus assessment strategies

Monitor student achievement data and interpret, report, and act on results

Professional Growth and Development

Attend and participate in district and campus curricular training sessions, committee meetings, and work sessions as required to support the instructional program

Monitor professional research and disseminate ideas and information to other professionals, and provide leadership in identifying trends and opportunities, as well as solve problems related to instruction
Develop needed professional skills appropriate to job assignment

Demonstrate behavior that is professional, ethical, and responsible, and serve as a role model for all district staff.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

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Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

Assigned teacher aide(s).

Working Conditions:

Mental Demands:

Communicate effectively (verbal and written); instruct; interpret policy and maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 04/30/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____