

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

| | | | |
|----------------------|--|--------------------------|----------|
| Job Title: | Instructional Specialist Title 3 | Wage/Hour Status: | Exempt |
| Reports To: | Executive Director for Multilingual Services | Pay Range: | 833 |
| Dept./School: | Multilingual Services | Date Revised: | 06/13/18 |

Primary Purpose:

Work closely with teachers, principals, and staff regarding curriculum development and instructional planning, resource materials, assessment, and the implementation of programs in all elementary schools. Assist with the development and design of bilingual (Spanish) curriculum, as well as performance assessments of student learning of elementary concepts and skills. Plan and implement professional learning opportunities related to elementary curriculum and bilingual education. This position is 100% funded with Title III, Part A.

Qualifications:

Education/Certification:

- Master's Degree (preferred)
- Valid Texas Elementary Teaching Certificate
- ESL certification
- Bilingual Certification

Special Knowledge/Skills:

- Demonstrate a working knowledge of curriculum, instruction, best teaching practices, data interpretation, and technology
- Demonstrate a working knowledge of language acquisition and bilingual education theory and application
- Demonstrate a working knowledge of technology integration in the instructional program
- Demonstrate knowledge of Understanding by Design
- Possess strong communication skills
- Exhibit public relation skills
- Plan and facilitate professional learning opportunities for elementary teachers

Experience:

- Three years of teaching experience in a bilingual classroom
- Dual language experience (preferred)
- Experience as a team leader (preferred)
- Campus leadership role (preferred)

Job Title: Instructional Specialist Title 3

Major Responsibilities and Duties:

- Adhere to and promote the district philosophy of instruction in all content areas
- Evaluate appropriate delivery of the district instructional program
- Use data to identify areas of need for district-wide targeted intervention
- Assist in clarifying and pursuing a common vision for district and campus improvement
- Develop procedures to facilitate collaborative, decision-making processes that foster and promote collegiality and team building
- Model instructional planning strategies, in collaboration with principals and campus staff to meet the needs of individual students
- Model lessons and initiate conferences with principals and campus staff about effective instructional strategies
- Coach teachers in the planning and preparation of classroom instructional program
- Plan, prepare, and deliver staff development for targeted intervention based on campus data
- Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent sitting, standing, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional prolonged and irregular work hours

Acknowledgment:

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:** 06-13-18

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:** _____