PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title: Instructional Specialist Secondary  Wage/Hour Status: Exempt
Reports To: Curriculum Coordinator  Date Revised: 1/2/17
Dept./School: Secondary Curriculum and Instruction

Primary Purpose:
The Instructional Specialist is committed to positively influencing student achievement through work with classroom teachers and campus teams.

Qualifications:

   Education/Certification:
   
   Master’s Degree (preferred)
   Valid Texas teaching certificate with required endorsements or training for subject and level assigned
   Demonstrated competency in the core academic subject area assigned

   Special Knowledge/Skills:
   
   Knowledge of the Plano ISD curriculum
   A comprehensive understanding and working knowledge of curriculum and instruction
   Strong organizational, communication, public relations, and interpersonal skills
   Ability to work as part of a team

   Experience:
   
   Three years of teaching experience in area of assignment (preferred)
   Experience developing staff development programs and training teachers (preferred)

Major Responsibilities and Duties:

Support teachers in mastering and using exemplary instructional practices by assisting them in building a repertoire of research-based strategies that send the message of high expectations for all students, by recognizing high-yield instructional strategies during classroom visits and discussing the effectiveness of those strategies afterwards, and by consistently accessing current research and growing a rich knowledge-base of high-yield instructional strategies

Support implementation of district curriculum by regularly visiting classrooms to observe and record the impact of district curriculum on student learning, and by actively participating in team planning meetings in order to provide clarification, broaden understandings, and invite reflective thought around intended student outcomes
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Identify patterns and trends in student performance; instructional practices; and campus, teacher, and team strengths and areas for growth by capturing evidence of classroom practices for analysis, and by devoting approximately 80% of work time to classroom and campus visits.

Assist teachers in analyzing assessment results and planning accordingly by modeling the processes of data analysis, assessment calibration, and reflective inquiry into student needs, and by supporting teachers in setting and reviewing student learning goals and initiating instructional interventions.

Self-monitor and evaluate quality of work, fidelity to goals, professional growth, and continuous improvement by maintaining a professional portfolio or other means of assembling evidence of job performance.

Professional Growth and Development

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

Working Conditions:

**Mental Demands:**
- Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress; work with frequent interruptions.

**Physical Demands/Environmental Factors:**
- Some district wide and / or statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds.

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: 01-02-17

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: