

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

Job Title:	Title I Instructional Specialist	Wage/Hour Status:	Exempt
Reports to:	Principal and Executive Director of C&I	Admin/Prof Pay Grade:	103 (212 days)
Dept./School:	Central Administration Office	Date Revised:	04/26/2024

Primary Purpose:

The Title I Instructional Specialist is an instructional coach and a critical lever in improving student achievement. The Title I Instructional Specialist's role is to build teacher capacity and their understanding of instructional practices related to the Texas Essential Knowledge and Skills (TEKS) and Data Driven Instruction. A Title I Instructional Specialist models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. All Title I Instructional Specialists work collaboratively with the Curriculum & Instruction and Campus Leadership teams. Title I Instructional Specialists will promote reflection, provide guidance and structure, and focus on strengths and collaboration. They are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching, and providing feedback to teachers.

The position does not include the supervision and evaluation of colleagues.

Qualifications:

Education/Certification:

Bachelor's Degree from accredited university

Master's Degree preferred

Valid Texas teaching certificate

Principal certification

Advanced Education Leadership (AEL) certification, Instructional Leadership Training (ILT), or Instructional Leadership Development (ILD)

Special Knowledge/Skills:

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to speak effectively before groups of parents, students, and staff

Ability to implement policy and procedures

Ability to interpret data

Strong organizational, communication, public relations, and interpersonal skills

Bilingual preferred

Experience:

Three years of experience as a classroom teacher

Two years of experience in instructional leadership roles, preferred

Major Responsibilities and Duties:

1. Establish positive and supportive relationships with teachers and administrators.
2. Collaborate with district, principal, and school leadership/improvement teams.
3. Provide support to teachers through coaching cycles, training, professional learning, and mentoring.
4. Observe, co-teach, model, and provide feedback on effective instructional practices.

5. Support district-wide efforts, including a guaranteed and viable curriculum, assessment development, high-quality instructional practices, effective use of data, and the advancement of collaborative teams for a highly functioning Professional Learning Community.
6. Facilitate training and coaching in learning practices, access to challenging content, feedback through formative assessment, multi-lingual strategies, differentiation, classroom management, and individual instruction.
7. Build teacher capacity to engage students in innovative learning experiences that best align research-based instructional strategies and appropriate tools and resources.
8. Support teachers to incorporate highly effective instructional practices.
9. Collaborate with teachers to support lesson planning and the analysis of student performance data to make informed instructional decisions.
10. Support teachers in implementing a continuous improvement philosophy and tools to support and improve classroom systems, instruction, and student learning.
11. Coordinate distribution of district provided instructional materials.
12. Assist in development, implementation, and support of district-level and campus professional learning.
13. Participate as a collaborative member of the Instructional Coaches Professional Learning Community, identifying areas of improvement, learning together, sharing new ideas, and building capacity for strong instructional leaders throughout the district.
14. Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
15. Serve as a member of the campus leadership team supporting the principal.

Policy, Reports, and Law

16. Assist with the collection, processing, and distribution of at-risk data.
17. Compile, maintain, and file all reports, records, and other documents required.
18. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Other

19. Follow district safety protocols and emergency procedures.
20. Perform other duties as assigned.

Working Conditions:

Tools/Equipment Used: Standard office equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Travel between assigned campuses; may work prolonged or irregular hours

Mental Demands/Physical Demands/Environmental Factors: Work with frequent interruptions; Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.