

Goose Creek CISD Job Description

JOB TITLE: Instructional Specialist – Mathematics (K-5)

FLSA CLASSIFICATION: Exempt

REPORTS TO: Associate Director for PK-12 Mathematics

PAY GRADE: ADM 3/207 Days

LOCATION: Educational Service Center

DATE REVISED: April 2022

PRIMARY PURPOSE:

To increase student achievement in grades K-5 math by continuing to improve the quality of instruction in the elementary math program.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from accredited university or college; Master's degree preferred
Valid Texas teaching certificate with required endorsements for subject level assigned

Special Knowledge/Skills:

Effective oral and written communications
A high degree of success in current assignment
Demonstrated leadership experience
Effective time management and organizational skills
High level of integrity and a commitment to job responsibilities
Demonstrates ability to work well with people, maintain positive working relationships, and solve problems
Possess specific knowledge of elementary math curriculum, instruction, and current methodologies,
Ability to analyze instruction and determine next steps for teacher as well as student growth
Knowledge and ability to build instructional capacity to support high student achievement in math
Knowledgeable of technology integration in the math classroom
Good problem-solving skills and strategies
Ability to interpret data
Ability to evaluate teaching effectiveness
Ability to plan, organize and work with committees

Experience:

At least five years of classroom teaching experience
Campus Instructional Coaching experience in math preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate effective strategies for teaching in elementary math.
2. Assist teachers in planning and modeling of appropriate instructional learning strategies, activities, materials, and manipulatives.
3. Assist in the development of curriculum and assessment documents.
4. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements.
5. Present a positive role model for teachers and students that supports the mission of the school district.
6. Disaggregate data for longitudinal evaluation of students' progress.
7. Assist teachers in adapting and adjusting instruction and curriculum to ensure the success of all children.
8. Assist teachers in creating a classroom environment conducive to learning and appropriate to the physical and emotional development of students.
9. Provide assistance in the procurement and placement of suitable instructional materials.
10. Use acceptable communication skills to present information accurately and clearly.

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- 11. Maintain a professional relationship with all colleagues.
- 12. Establish and maintain open lines of communication between campus staff and administrators.
- 13. Channel concerns expressed by teachers to the correct department or person.
- 14. Consult regularly with the Associate Director for Mathematics, Department Chairs, and Level Leaders.

Professional Growth and Development

- 15. Demonstrate behavior that is professional, ethical, and responsible.
- 16. Participate in the district staff development program.
- 17. Maintain current information of other district programs i.e. Gifted & Talented, Special Education, Bilingual/ESL, Dyslexia.
- 18. Organize and conduct workshops.
- 19. Keep current with information concerning trends in math in order to share with district teachers.

Policy Implementation

- 20. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- 21. Assist in interpreting the math program to teachers, principals, staff members, and the public.
- 22. Compile, maintain, and file all reports, records, and other documents required.

Other

- 23. Perform any other duties assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct; maintain confidentiality

Physical Demands/Environmental Factors:

Exposure to childhood communicable diseases; good general health and stamina needed; driving between campuses; lifting and carrying

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.

Approved by Principal:	Date
Reviewed by Personnel Director:	Date
Received by Employee:	Date

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