

JOB TITLE: Instructional Specialist RISE – New Teacher Induction

DUTY DAYS: 225 Days

PAY GRADE: A02

SALARY SCHEDULE: [Click for Salary Schedule](#)

Primary Purpose:

To facilitate the accomplishment of district and campus goals and objectives by providing specific information, training, problem solving, and support to teachers, teachers in training, administrators, parents and students.

Qualifications:

Education/Certification:

- Master's Degree
- Certified Teaching Certificate
- Professional Certificate – Leadership
- Bilingual Certificate (preferred)

Special Knowledge/Skills:

- Proven success as a classroom teacher; experience in curriculum development; strong communication, public relations and interpersonal skills. Secondary teaching experience preferred.

Experience:

- Five years teaching experience
- Elementary Experience (preferred)

MAJOR RESPONSIBILITIES AND DUTIES:

1. To exemplify knowledge of and commitment to the mission, and student performance goals and objectives of Pasadena ISD, and to assist in the identification of these resources to the district education committee.
2. Teach, coach, mentor, and support new teachers.
3. Lead teachers in the development of educational pedagogy including effective classroom management, instruction and assessment, and professionalism for today's educator.
4. Lead teachers in their understanding and application of

curriculum development and alignment, including the identification of objectives, the incorporation of instructional strategies, and the use of relevant assessments.

5. Maintain and share current knowledge base of results driven research, related curriculum development, and research based staff development opportunities.
6. Assist in the investigation and acquisition of instructional materials (including technology hardware and software) to support learning outcomes.
7. Provide for objective and subjective evaluation and follow up of assigned programs, related staff development.
8. Personally deliver staff development tailored to specific needs of the new teachers.
9. Facilitate and make arrangements for the physical needs accompanying staff development (site, materials, refreshments, advertisements, registration, fees, etc.)
10. Provide information and communication for effective collaboration with the Texas Education Agency, Region IV, The Harris County Department of Education, colleges and universities, professional organizations, and other agencies and organizations.
11. Represent assigned program(s) in meetings and at conferences.
12. Lead meetings of special-purpose committees in the purposeful accomplishment of goals.
13. Model professional standards, teaching excellence, and the Pasadena ISD's "Goals for Excellence" at every opportunity.
14. Encourage, develop, and showcase exemplary programs and achievements of teachers and students.
15. Facilitate the district's public relations efforts with the media, community organizations, school support groups (PTA/PTO, Booster Clubs, etc.)
16. Ensure compliance with federal and state guidelines in program administration while encouraging campus flexibility within those guidelines.
17. Compile and maintain reports, records, and other documents as necessary.
18. Support and adhere to district policies and procedures, including all expectations of employee and student conduct.

19. Demonstrate the ability to communicate effectively, maintain emotional control under stress, interpret policy procedures and data, and coordinate district functions.

Any of the above qualifications, skills, and experience **may be** waived if deemed in the best interest of the District.

WORKING CONDITIONS:

Mental Demands:

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

Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee will frequently visit campuses, which may require extensive walking. The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm, or finger motions such as when typing. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision. General office environment. The noise level is quiet to loud depending on the activity. The employee is continuously interacting with the public, staff, and students. The employee must frequently meet multiple requests and deadlines. Position does require a non-traditional work schedule that includes some evenings and weekends.